



The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships. Our belief in "restorative approaches" ensures that every child is listened to.

Within all subjects the teaching of numeracy and literacy is promoted. Using the Literacy and Numeracy Framework (LNF) teachers are expected to plan and deliver objectives pitched appropriately to the learners. Lessons have success criteria which include numeracy and/or literacy objectives to ensure the learners are aware of the particular skills they are looking to develop within that lesson. Monitoring of books, lessons and listening to learners will ensure all staff are planning effectively to ensure our pupils reach their full potential.

Content

At Plasmarl Primary School we believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills. We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security. E-Safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

Aims of Internet / E-safety Policy

To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.

To work with all stakeholders in our school community to share good practice in order to improve this policy.

Role of the Governing Body

The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring policies are made available to parents;
- Undertaken training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:
 - An effective range of technological tools
 - Clear roles and responsibilities

- safe procedures
- a comprehensive policy for pupils, staff and parents;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of the E-Learning manager/ICT coordinator

The E-Learning/ICT coordinator manager will:

- undertake an annual e-safety audit in order to establish compliance with Local Authority guidance;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- lead the development of this policy throughout the school;
- work closely with the Headteacher;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- report to the Governing Body on the success and development of this policy.

Role of School Personnel

All staff must accept the terms of the 'Acceptable Internet Use' statement before using any Internet resource in school. All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management. Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read;
- validate information before accepting its accuracy;
- acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any offensive e-mail;
- report any unsuitable website or material to the E-Learning manager;

Role of Parents/Carers

Parent will be able to access the School Internet Policy on request. Parents will be made aware of the school's rules for Internet Safety. Internet issues will be handled sensitively to inform parents without undue alarm. A partnership approach with parents will be encouraged.

Internet Use

The school Internet access will:

- be designed for pupil use;
- include school filtering configuration provided and approved by the Local Authority which is designed to protect pupils;
- provide filtering which is reviewed annually and improved if necessary;

- include filtering appropriate to the age of pupils;
- have virus protection installed which will be updated regularly;
- be reviewed and improved

Authorising Internet Access

The school will keep a record of all pupils who are granted Internet access. The record will be kept up-to-date, for instance a pupil's access may be withdrawn. Parents will be informed that pupils will be provided with supervised Internet access. Children are also required to sign the form agreeing to abide by the Internet Safety Rules..

E-mail

Pupils may only use approved e-mail accounts on the school system. Pupils must immediately tell a teacher if they receive offensive e-mail. Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone. Whole-class or group e-mail addresses should be used at Key Stage 2. Access in school to external personal e-mail accounts may be blocked. Excessive social e-mail use can interfere with learning and may be restricted. E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper. The forwarding of chain letters is not permitted.

School Website

The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. The headteacher and E-Learning manager/ICT co-ordinator will take overall editorial responsibility and ensure that content is accurate and appropriate. The Web site should comply with the school's guidelines for publications. The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Social Networking and Personal Publishing

Pupils will not be allowed access to social networking sites except those that are part of an educational network or approved Learning Platform or to newsgroups unless an identified need has been approved

Inappropriate Material

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the headteacher. Pupils and parents will be informed of the complaints procedure. Parents and pupils will need to work in partnership with staff to resolve issues. There may be occasions when the police must be contacted.

Early contact could be made to establish the legal position and discuss strategies. Sanctions available include:

- interview/counselling by headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.

Internet System Security

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly. Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned. Personal data sent over the Internet will be encrypted or otherwise secured. Portable media may not be brought into school without specific permission and a virus check. Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail. Files held on the school's network will be regularly checked. The E-Learning manager / network manager will ensure that the system has the

capacity to take increased traffic caused by Internet use. New programs will be installed onto the network or stand alone machines by Local Authority technicians. Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

Complaints

The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils. Parents will be informed if their child has misused the Internet.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents
- reports such report to parents and Headteacher reports to the Governing Body

Monitoring of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Linked Policies

- Safeguarding & Child Protection
- ICT
- Acceptable use policy

Training

The school INSET programme and staff induction procedures ensure that everyone is aware of and adheres to this policy. Staff are updated each academic year and as and when required.

This Policy will be reviewed in conjunction with the ICT policy in July 2023