

Aims

At Luckington School we aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

We believe that access to the Internet will:

- Enrich the quality of curriculum provision and extend learning activities
- Help us to raise children's attainment
- Support teachers' planning and resourcing of lessons
- Enhance the school's management and administration systems
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools, support centres and the LA and DCSF.

Inappropriate Material

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites which contain inappropriate materials which it would be unacceptable for children to gain access to.

To ensure that children access the Internet within a safe environment, we use the South West Grid for Learning (SWGfL) as our Internet Service Provider (ISP). The ISP excludes unacceptable material through filtering lists of inappropriate sites to which access is barred when using the school's line.

Assessing Risks

However, there is a very small risk that inappropriate material may occasionally get through unfiltered. The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer linked to the school network. Neither the school nor the LA can accept liability for any material accessed or any consequences of internet access.

We therefore follow the agreed guidelines below to ensure that children can access the Internet safely.

Guidance for staff

All staff must read and sign the "Staff Code of Conduct for ICT" before using any school ICT resource and the school will maintain these as a record.

Until the end of Key stage 1, access to the Internet will be by adult Demonstration, with directly supervised access to specific, approved on-line materials.

Any staff misuse of ICT should be reported to the head teacher immediately.

Teaching staff should:

- Include e-safety lessons as part of the curriculum for ICT and PHSE.
- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet.
- Supervise children at all times when accessing the Internet.
- Train children in how to use the Internet safely.
- Ensure children are aware of and agree with the "Rules for Responsible Internet Use" before they grant children access to it.
- Give children clear objectives for Internet use (e.g. *structure children's access by specifying a site within which they are allowed to browse or by providing lists of suitable web sites from which the children should not stray*).
- Preview any web sites they intend to allow children access to, to ensure the sites do not contain inappropriate material and are suitable for the age and maturity of their pupils.
- Add sites they have tested and approved to the school web site via the ICT co-ordinator for other teachers to use.
- Ensure that children are aware of the need to respect copyright of materials on the Internet and acknowledge the source of materials taken for use in their own work.
- Take prompt action if they or their pupils encounter inappropriate material on the Internet:
 - * Ensure children are shielded from unpleasant material (e.g. switch off the monitor and move children away).
 - * Record the Uniform Resource Locator (URL) or web site address, the content of the site and any other relevant information
 - * Inform the ICT co-ordinator/Head Teacher of the site details as soon as possible, who will:
 - Report the inappropriate material and web site address to SWGfL via the Helpdesk;
 - Check files on the system if they believe a child may have been attempting to access unsuitable material;
 - Apply appropriate sanctions and inform parents of serious incidents;
- Monitor the use of e-mail closely:
 - * Incoming e-mail to children should be checked by a teacher wherever possible, before being read by children.
 - * Outgoing e-mail sent by children should be checked by a teacher before it is sent.
 - * The forwarding of chain letters is not allowed.
 - * Children should not send personal information (e.g. address and 'phone number) or arrange to meet someone, over the Internet.

The ICT Co-ordinator should:

- Review systems regularly and discuss with LA specialists.
- Ensure that virus protection is updated regularly.

- Make occasional checks on files to monitor compliance with the school's Internet Access policy.
- Risk assess any emerging technologies.

Children should:

- Agree and follow the "Rules for Responsible Internet Use"
- Complete a 'Search Plan' where appropriate, if their searching involves looking through sites which have not been specified by the teacher.
- Respect copyright and acknowledge the source of material they have used from the Internet.
- Use the desktop safety button (Hector Protector) and Inform a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others.
- Be aware that their files held on the system may be reviewed by the teacher at any time.
- Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Only send polite e-mail messages to the addresses their teacher has specified and not include personal details (e.g. address, 'phone number).

The school will:

- Inform all parents that their children will be provided with supervised Internet access as part of the school's curriculum.
- Inform all parents of the school's "Rules for Responsible Internet Use" which their children will be expected to abide by in order to ensure a safe environment.
- Have an e-safety co-ordinator – currently the headteacher
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material. (Parental permission will *not* be called for by the school before a child is allowed to gain access to the Internet).

The school website

The school web site provides information for parents. Staff or pupil personal contact information will not generally be published. The contact details given online will be for the school office. Photographs that include pupils will wherever possible be selected so that they cannot be easily identified and their full names will not be shown. Written permission will be obtained from parents for photographs to be published.

E-mail

- Pupils will only use approved e-mail accounts on the school system
- Pupils must tell a teacher if they receive offensive e-mail
- In e-mail, pupils must not reveal their personal details or those of others or arrange to meet anyone.

Social networking and personal publishing

- Pupils will be taught about the safety issues of using social networking sites, although only moderated social network sites will be used in school.

Video conferencing & webcam use

- Video conferencing, if used, should use the educational broadband network to ensure quality of service and security. This will always be closely supervised as part of a planned activity.

Involving parents

- Parents' and carers' attention will be drawn to the school's e-safety policy in newsletters, the school brochure and on the school website.
- Useful information on e-safety will be shared with parents.

Date: June 2009

Date of next review: June 2011

Appendix 1:

LUCKINGTON SCHOOL'S "RULES FOR RESPONSIBLE INTERNET USE"

- We always treat the computer equipment with care and respect.
- We only use the Internet when a teacher has given us permission and they are supervising us.
- We write a Search Plan if we need to look at a lot of web sites.
- We always write on our work where we have got any Internet information from.
- We tell a teacher straight away if we find something unpleasant.
- We never try to find unpleasant material on purpose.
- Our files will be checked by our teachers to make sure we are keeping to the rules.
- We only send polite e-mail messages to the people we know at the addresses our teacher gives us.
- We ask a teacher to check our e-mail messages before we send them.
- We do not give our address or 'phone number, or arrange to meet anyone, over the Internet.

If we don't keep to the rules:

- We might have to stop using the Internet.
- Our parents might have to be told.

Appendix 2: LETTER TO PARENTS

Dear Parents,

At Luckington School we aim to provide a high quality learning environment for your child, using the best resources and equipment available. As part of this aim, we encourage children to make use of the Internet for research work and to extend their learning activities. The Internet allows us to access a wealth of exciting, informative and up-to-the-minute information.

In order to combat the problem of children accessing unsuitable material through the Internet, we use an Internet Service Provider which has been recommended by Wiltshire Council. This Internet Service Provider filters out the material which is unsuitable for children and stops them from being able to view it on the school computers.

We also operate strict rules for using the Internet (see below) and the children are only allowed to access the Internet when being supervised by a teacher. We also make sure that all the computer screens can be clearly seen by the teacher at all times and that the children are guided in their searches to ensure that they make safe and profitable use of the Internet. Internet safety is taught as part of the ICT and PHSE curriculum. The children are taught how to use the screen-closing icon "Hector Protector" if they are concerned about anything that appears on their monitor screen.

"RULES FOR RESPONSIBLE INTERNET USE"

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Yours sincerely,

Julia Hind
Headteacher

APPENDIX 3: Useful resources for parents:

Care for the Family

www.careforthefamily.org.uk/pdf/supportnet/Internetsafety.pdf

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

www.fosi.org

Internet Watch Foundation

www.iwf.org.uk

Parents Centre

www.parentscentre.gov.uk

Internet safety Zone

www.internetsafetyzone.com

Filtering for the home computer

Parents may wish to invest in security software for their children's computers. Some of this software works by monitoring all Internet activity for trigger words.

There are many types of security software available. Examples include:

- Net Nanny www.netnanny.com
- Cyber Patrol
- Surfwatch www.safesurf.com
- Use AOL children's section at www.aol.com

Points for parents to consider

It is important to promote Internet safety in the home and to monitor Internet use.

- Keep the computer in a communal area of the house.
- Talk to your children about what they are doing.
- Monitor time spent on-line.
- Advise children to take care and to use the Internet sensibly and responsibly, following the SMART tips (from www.kidsmart.org.uk/).
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information on the Internet.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet anyone they meet online.
- Be aware that children may be using the Internet in places other than their own home or school.
- Mobile phones. Be aware of the safety issues regarding mobile phones, which increasingly have Internet access. Encourage children to talk about how they use mobile phones.
- Talk about responsible use of text messaging.
- Remind children not to give out mobile numbers to strangers.

