Priestley Primary School
Safer Internet Access Policy
Reviewed Summer 2024

Philosophy

For young people the internet, and the increasing number of digital devices they use to connect to it, is an integral part of their everyday lives. Whether they use it to express themselves or to stay in touch with friends, for entertainment or education, the internet can provide tremendous benefits and most use it safely. But while digital technology provides a wealth of opportunities, we are all aware that there are online risks and sometimes these risks can lead to harm. At the same time, while young people's 'offline' and 'online' worlds are often merging, the behaviours and safeguards of the 'real' world are not always applied in a 'virtual' world where friends can be added at the click of button and information shared in an instant.

Advice on child internet safety 1.0 – UK Council for Child Internet Safety

Principles

Guided education use:
Children's use of the internet will be directed and used to support and extend their learning across the curriculum. This will be in a range of forms, including research, Microsoft Office programs, apps, games and coding programs which will take place in the classrooms.

Risk Assessment:
All staff will be made fully aware of the risks of using the internet with children. Pupils will be taught what action to take and how to cope if they come across inappropriate materials. We will inform parents of our approaches to internet safety and also of the risks of unstructured internet access outside of school. We use South West Grid for Learning (SWGfL) filtering system which filters out inappropriate sites, e.g. chat rooms, games and inappropriate content. Children have access to 'safe' search engines as suggested by the SWGfL.

Responsibility:
Internet safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of internet and other communication technologies such as phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions will be judged carefully and reviewed regularly.

Procedures

Why is internet use important?
The purpose of internet use at Priestley Primary School is to raise educational standards, to promote pupil achievement and wellbeing, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use.

How does the internet benefit education?
Benefits of using the internet in education include:
- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE;
- mentoring of pupils and providing peer support for them and teachers.

How will internet use be managed?
- The school internet access includes filtering appropriate to the age of pupils;
- Pupils will learn appropriate internet use, what is and what is not appropriate use, and given clear objectives for internet use;
- Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity;
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation;
- Children will be taught online safety via the Twinkl Planit scheme during Term 3 each year. They will take part in Safer Internet Day (https://saferinternet.org.uk) and themes will be discretely taught during class computing sessions.

How will pupils learn to evaluate internet content?
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT Technician and can be reported to SWGfL: 0870 9081708 or email: abuse@swgfl.org.uk via the Computing co-ordinator;
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law;
- At Key Stage 2, pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy;
- Training should be available to staff in the evaluation of web materials and methods of developing students' critical attitudes.

Can "Chat" be made safe?
- Pupils will not be allowed access to public or unregulated chat rooms;
- Children should use only regulated chat environments. This use will be supervised and the importance of chat room safety emphasised;
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

How can emerging internet applications be managed?
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed;
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will internet access be authorised?
- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn;
- In Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved online materials.

How will the risks be assessed?
- As with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, nor Wiltshire County Council, can accept liability for the material accessed, or any consequences of internet access;
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990;
- Methods to identify, assess and minimise risks will be reviewed regularly;
- The Head teacher will ensure that the internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?
- The school will work in partnership with parents, the Department for Education or Wiltshire Council and the SWGfL to ensure systems to protect pupils are reviewed and improved;
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the internet Service Provider via the Computing co-ordinator;
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;

- Any material that the school believes is illegal must be referred to the Internet Watch Foundation;
- Priestley has selected the SWGfL filtering system with is managed and maintained by SWGfL and where appropriate, has and will be adapted to suit our individual needs via the Computing coordinator and the ICT technician.

How will the policy be introduced to pupils?
- Rules for internet access will be posted in all rooms where computers are used and these rules will be reviewed at the start of each academic year with the staff;
- Pupils will be informed that internet use will be monitored;
- Instruction in responsible and safe use should precede internet access;

How will staff be consulted?
- All staff must accept the terms of the 'Responsible 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 is monitored and reported by the SWGfL and can be traced to the individual user. Discretion and professional conduct is essential;
- Staff development in safe and responsible internet use, and on the school internet policy will be provided as required.

How will ICT system security be maintained?
- The school ICT systems will be reviewed regularly with regard to security;
- Virus protection will be installed and updated regularly, daily if possible (this can be achieved by using the self-updating feature within Sophos);
- Security strategies will be discussed with the LEA, particularly where a wide area wireless network connection is being planned;
- Personal data sent over the internet will be encrypted or otherwise secured;
- The use of portable media will be reviewed. Visitors to the school may bring a USB stick containing PowerPoints which must be loaded directly into the CleverTouch board (which holds no potentially sensitive data). Staff are advised not to use USB sticks and take advantage of the school's VPN capabilities;
- Staff laptops will only be accessible with an encryption key;
- 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 Computing co-ordinator/ network manager will monitor the internet usage and associated traffic in order to assess whether the capacity of the internet is being reached.

How will complaints regarding internet use be handled?
- 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:
  - informing parents or carers;
  - removal of internet or computer access for a period.

How will parents' support be enlisted?
- Parents' attention will be drawn to the School Internet Policy in newsletters;
- School Internet Policy is displayed on the school website;
- Internet issues will be handled sensitively to inform parents without undue alarm;
- A partnership approach with parents will be encouraged. This will include suggestions for safe internet use at home;
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents;
- Interested parents will be referred to organisations such as, www.thinkuknow.co.uk, www.saferinternet.org.uk, www.nspcc.org.uk/keeping-children-safe/online-safety/;

- Safer internet information will be distributed by the school every year to inform parents with additional ways that they can keep their children safe at home whilst using the internet (this may be through parent sessions or via email).

Acceptable Usage

Mobile Phones

- Staff mobile phones will be kept on silent and out of sight during lesson times;
- If a member of staff is expecting an urgent phone call the phone should remain in the office;
- Pupils' mobile phones must be handed in to the office with a letter from the parent or guardian giving permission. They must be switched off during the school day and there will be no access to these during lessons or after school clubs.

Tapestry/Seesaw

- Tapestry is **a secure online Learning Journal to record photos, observations and comments**, in line with the Early Years Foundation Stage curriculum, to build up a record of the children's experiences in EYFS and show learning progression;
    - Intended communication is to share learning and relevant school information and support to parents.
    - Parents will be asked to give consent via the 'Home School Agreement' for inclusion of photographs of children and their learning to be shared on Tapestry. Photographs and learning will only be shared to the child's account.
    - Parents have the right to not give consent and in these situations a record of children without consent will be stored securely in the school office. This information will be available to class teachers and it is their responsibility to know which children do not have permissions;
- Seesaw is **a platform for student engagement.** It is used as a platform for sharing homework with children that they can share with their teacher through an online journal.
    - Intended communication is to share 'Spikey Takeaway Menu's' (Homework tasks) with parents and children for them to upload the tasks they complete at home.
    - Teachers will 'like' and/or comment on learning but no messages will be sent or received through Seesaw.

Social Media

- Outside of school, staff that use social networking sites must ensure that they maintain confidentiality and professionalism, with regards to school issues.

To Be Reviewed Summer 2025