



Glenbrook Primary Academy

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Head Teacher: Mrs Samantha Eyre

INTERNET SAFETY POLICY

1 Introduction

The Internet is now as commonplace as the telephone or TV. Significant educational benefits result from curriculum Internet use, including access to information from around the world and the ability to communicate widely. Internet safety depends on staff, schools, governors, advisers and parents taking responsibility for the use of the Internet.

The Internet is an essential element in life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff. One benefit of using the Internet is that it allows access to world-wide educational resources including museums and art galleries. Staff have a professional responsibility to ensure that users are taught to access appropriate material.

2 Aims and Objectives

We want to ensure that our children are able to use the Internet and related communications technologies appropriately and safely. Effective use of the Internet is an essential life-skill. Unmediated Internet access brings with it the possibility of placing of pupils in inappropriate and even dangerous situations. We aim to create a safe ICT learning environment to ensure that everyone is aware of the issues and how they impact upon the particular school environment and the pupils within the school. We need a policy to help to ensure responsible use and the safety of pupils.

3 Implementation of the policy

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 AIT/George Spencer as our Internet Service Provider (ISP). The ISP ensures that filtering unacceptable material through filtering lists of inappropriate sites to which access is barred when using the school's line. However, there is a very small risk that inappropriate material may occasionally get through unfiltered.

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

Guidance for staff

Teachers should:

- 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, with all monitors clearly visible by the teacher.
- Train children in how to use the Internet.
- Ensure children are aware of and agree with the "Rules for Responsible Internet -Use" ([Appendix 1](#)) 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. Be particularly mindful of images searched via Google and ensure that this is done prior to images being shared through the smart board.
- Add sites they have tested and approved to the school web site via AIT/Website co-ordinator/ 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.
- Staff to complete searches through their individual logins to access appropriate material only.
- Take prompt action if they or their pupils encounter inappropriate material on the Internet. Staff to record the Uniform Resource Locator (URL) or web site address, the content of the site and any other relevant information. They must inform the ICT co-ordinator/Head Teacher as soon as possible of the site details using the forms distributed to them or extra forms located in the staffroom (See Appendix 2).
- Ensure children are shielded from unpleasant material. Use **Hector's World** (internet safety facility on all school computers, as supported by CEOP) to provide the appropriate protection for pupils and encourage them to click

on him if they access such material.

- Regularly plan for and teach about E-safety and share with pupils internet safety resources through the thinkuknow website, to ensure their safety online. Other resources and available websites can be found, in a list, within Appendix 3.

The ICT Co-ordinator will then:

- Report the inappropriate material and web site address to AIT via the helpdesk.
- Check files on the system if they believe a child may have been attempting to access unsuitable material.
- The ICT co-ordinator and Head Teacher will make occasional checks on files to monitor compliance with the school's Internet Access policy.
- Discipline children if they make inappropriate use of the Internet. Punishments should be in line with school Behaviour Policy. These may include suspending a child's access to the Internet and informing parents of serious incidents. The Head Teacher should be informed of all incidents where a child has needed sanctioning for irresponsible use of the Internet.
- Ensure that use of memory cards are kept to a minimum within the school computer network. No discs or memory sticks brought in from home by the children should be used on the network as this may introduce a virus to the system.

We will 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.

Children should:

- Agree and follow the "Rules for Responsible Internet Use" (refer to Appendix 1)
- Respect copyright and acknowledge the source of material they have used from the Internet.
- Inform a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others, covering any images by activating **Hector** as appropriate.
- Be aware that files held on the system may be reviewed by a teacher at any time.
- Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Not bring in memory sticks from home.
- Only send polite e-mail messages to the addresses their teacher has specified and not include personal details (e.g. address, 'phone number).
- Agree to keep passwords private.

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.
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material.
- Whilst parents are informed that their child will have access to the Internet, parental permission will *not* be sought prior to use (Appendix 3) though parents can withdraw consent if they do not wish their child to have access to the Internet.

The school website

The school web site provides information for parents such as newsletters and calendar dates and useful links for children, parents and teachers. Our website can be found at www.glenbrooknottingham.org.uk/

4 Monitoring and review

The role of the subject co-ordinator

The I.C.T. Co-ordinator is responsible for monitoring the implementation of the Internet Safety Policy. The co-ordinator supports colleagues to enforce Internet Safety through this Policy, by giving them information about current developments and by providing a strategic lead and direction for I.C.T. in the school. The I.C.T. Co-ordinator is also responsible for liaising with the Head Teacher about relevant issues and further improvement.

The role of the Head Teacher

The Head Teacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/carers and appropriate outside agencies and for the appointment of the I.C.T. Co-ordinator who will have responsibility for the handling of the daily implementation of the policy.

The role of the Governing Body

The Strategic Development Committee monitors and reviews this policy on an annual basis. The committee reports its findings and recommendations to the Full Governing Body, as necessary, if the policy needs modification. The Governing Body gives consideration to any comments from parents about the Internet Safety policy, and makes a record of such comments.

Date prepared: 12.5.15

Date ratified by the Strategic and P and P Committee: 13th October 2015

Signed:



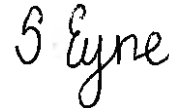
Pat Shaw

(Chair of the Strategic and P and P
Committee)

Signed:

Mrs S Eyre

(Head Teacher)



Review date: May 2018

Year know to Think then Click



We only click on buttons or links when we know what they do.



We search the internet with an adult.



We click on Hector if something offensive appears on our screen and tell our teacher straight away.



We always ask if we get lost on the internet.



We can send and open emails together.



We never share our password or personal details.

Appendix Two:

E-Safety Website Report Form

If a child finds anything inappropriate online please record it on here and return to Miss Dytham as soon as possible so that the website can be added to our internet block list.

Please record the URL below:

Appendix Three:

Internet safety websites:

<http://www.kidsmart.org.uk/>

Kidsmart is an award winning practical internet safety programme website for schools, young people, parents, and agencies, produced by the children's internet charity Childnet International.

<http://www.bbc.co.uk/cbbc/topics/stay-safe>

This super site from the BBC has child-friendly cartoons, animations and video clips to get over the message of how to stay safe on the internet.

<http://www.thinkuknow.co.uk/>

Some of the videos and issues covered in this website may be more appropriate for **older children** and we would advise parents to **pre-view this site** before deciding whether to use it with your child. This website is part of the service provided by CEOP (see below). It contains lots of information on internet safety and safe surfing for young people. All hot topics about online safety are covered – including mobiles, blogging and gaming sites. Children can also tell the site if they feel uncomfortable or worried about someone they're chatting to online.

<http://www.ceop.gov.uk/>

This site is aimed at **parents** rather than children. CEOP is the Child Exploitation and Online Protection Centre. It is a government centre which works across the UK and maximises international links to tackle child sex abuse wherever and whenever it happens. They provide internet safety advice for parents and carers and offer a virtual police station for reporting abuse on the internet.

<http://www.childnet-int.org/>

This is a non-profit organisation working with others to "help make the Internet a great and safe place for children". You can download or order resources from this website. Some of the resources and on-line materials are aimed at **older children**.

<http://www.chatdanger.com/>

This site has hard-hitting examples of how children can be put at risk on-line and provides information about the potential dangers of interactive services like online chat, IM, online games, email and on mobiles. **We recommend that you pre-view this site before deciding to use any of the resources with your child.**

<http://www.iwf.org.uk/>

The "Internet Watch Foundation" provides a "hotline" in the UK for reporting illegal content on-line. If you encounter child abuse images on a website, you can report them to this site. This website also

discusses the pros and cons of a number of content filtering packages, which you can use on your computer to block inappropriate material from your computer.

(This is not a website we recommend for use with your child)

Appendix Four: Letter to Parents



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Dear Parents/Carers,

At Glenbrook Primary 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. 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 (attached) 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.

The Internet is an exciting and stimulating resource which will enhance your child's education. It will also assist us in ensuring that your child develops a good understanding of Information Communication Technology which is so important in today's world.

Yours sincerely

M. P. Beck
IT Co-Ordinator
Glenbrook Primary School