Bordon Junior School
E Safety and Acceptable Use of the Internet Policy

At Bordon Junior School we believe that the Internet and other digital technologies are powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. The school provides pupils with opportunities to use the Internet, along with developing the skills necessary to access, analyse and evaluate them safely.

The Internet supports the professional work of staff and enhances the school's management information and business administration systems.

Safe access to the Internet is necessary for staff and pupils. It is an entitlement for all helping develop a responsible and mature approach to accessing and managing information. The aim of our policy is to help ensure safe responsible use of ICT and the Internet and is built on the following core principles:

Educational Philosophy
Part of our aim at Bordon Junior School is to develop the knowledge and skills through an exciting and creative curriculum which fosters a lasting enjoyment of learning. The technology available at Bordon Junior School supports these aims, and has become integrated into the curriculum, enhancing learning opportunities by enabling children to access, explore, communicate and learn information effectively.

Guided educational use
Significant educational benefits result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use must be planned, task-orientated and educational within a regulated and managed environment.

Risk assessment
21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognize and avoid these risks – to become 'Internet Wise'. At Bordon Junior School we are fully aware of the risks, complete risk assessments and implement this policy for Internet use. Pupils will be regularly taught and will know how to cope if they come across inappropriate material or something that makes them feel uneasy.

Responsibility and Regulation
At Bordon Junior School we believe a balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully. Children throughout the school receive discrete lessons on Internet safety and we utilize a filter system which restricts certain content and websites.

Rules for safe Internet use are prominently displayed near computer systems and in each classroom to help pupils make responsible decisions.

Access to the Internet, within school, is always supervised. In the event that a pupil is exposed to inappropriate material:

- they must report it to the supervising adult, pupils are thengiven support as needed
- the Headteacher is informed and the pupil's parents contacted
- The ICT manager must be given the web site address and will contact the school's internet service provider to have the site blocked.

Responsibility of Bordon Junior School and its staff

Pupil access to the Internet is through a filtered system provided by Hampshire County Council, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before allowing pupils access to the Internet.

In addition, the following key measures have been adopted by the school to ensure our pupils are protected from inappropriate material:

- Pupils will be informed of their responsibilities when accessing information online. They are aware of the rules for the safe and effective use of the Internet. These are displayed in the classrooms and areas of computer use and are discussed with pupils.
- This policy is regularly reviewed by staff and governors.
- Pupils using the Internet will be supervised by an adult and work in visible areas.
- Pupils will be given clear objectives for Internet use, all online activity is for appropriate educational purposes and is supervised.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group. Any websites used by pupils must be checked beforehand by teachers to ensure that there is no unsuitable content and that material is age-appropriate.
- Curriculum planning will identify opportunities to enrich and extend learning opportunities via access to the Internet.
- Pupils are educated in the safe and effective use of the Internet.
- In the interests of system security, staff passwords are only shared with the network manager.
- The school's policy on the safe use of photographs of pupils must be adhered to. In short they are taken with a school camera and stored on a centralized area on the school network for no longer than they are needed.
- Staff must respect and adhere to any copyright on material found on the internet.
- Staff are responsible for all e-mails they send and are expected to use the same professional levels of language and content as would be expected in any correspondence leaving the school.
- Staff may use the internet for personal use but must abide by the school internet policy.
- Use of the internet to view or download offensive, obscene or inappropriate material is forbidden.
- Using the internet for any financial transaction is undertaken at the users' own risk.
- Staff must not download or install any software without the permission of the ICT manager.

Responsibility of the Pupil

- To use the Internet as a tool for learning. Accessing information, exploring for information and communication of information must have an educational purpose and be directly related to the school's curriculum and educational philosophy.
- To obtain the permission of the teacher or staff member before accessing the Internet.
- To follow the rules.
- If staff or children discover unsuitable sites, the URL (address) and content will be reported to the Local Authority's IT department via the ICT co-ordinator or Head teacher.

Responsibility of the Parents or Guardians
- To encourage proper use of the Internet by their children.
- To be aware of this user policy for Internet use.
- To understand that computer storage/files may be reviewed, examined and edited at anytime to ensure compliance with school policies.

Internet Safety Awareness
At Bordon Junior School we believe that alongside having a written safety policy, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Internet Safety Awareness for pupils
Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

Internet Safety Awareness for staff
The ICT co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff on a regular basis.

Internet Safety Awareness for parents
Parents are offered the opportunity to share their views and seek further support from the school to ensure that the Internet is used safely at home. Workshops are held for parents to ensure they have the most up-to-date information for online safety. Children are encouraged to share their rules for online safety with their parents and to also follow the rules at home.

Online Safety

https://www.thinkuknow.co.uk/Teachers/
http://www.saferinternet.org.uk/

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With the current speed of on-line change, some parents and carers have only a limited understanding of online risks and issues. Parents may underestimate how often their children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. Some of the risks could be:

- unwanted contact
- grooming
- online bullying including sexting
- digital footprint

The school will therefore seek to provide information and awareness to both pupils and their parents through:

- Acceptable use agreements for children, teachers, parents/carers and governors
- Curriculum activities involving raising awareness around staying safe online
- Information included in letters, newsletters, web site
- Parents evenings / sessions
- High profile events / campaigns e.g. e-safety week
- Building awareness around information that is held on relevant web sites and or publications

Social media

https://www.thinkuknow.co.uk/Teachers/Resources/
http://www.saferinternet.org.uk/search-results?keywords=social%20networking
http://www.childnet.com/search-results/?keywords=social%20networking
http://www.kidsmart.org.uk/socialnetworking/
http://www.lgfl.net/esafety/Pages/Primary-resource-matrix.aspx

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- School social media policy

Cyberbullying

Central to the School's anti-bullying policy should be the principle that '*bullying is always unacceptable'* and that '*all pupils have a right not to be bullied'*.
The school should also recognise that it must take note of bullying perpetrated outside school which spills over into the school and so we will respond to any cyber-bullying we become aware of carried out by pupils when they are away from the site.
Cyber-bullying is defined as "an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself."
By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in on-line forums

Cyber-bullying may be at a level where it is criminal in character.
It is unlawful to disseminate defamatory information in any media including internet sites.
Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

If we become aware of any incidents of cyberbullying, we will need to consider each case individually as to any criminal act that may have been committed. The school will pass on information to the police if it feels that it is appropriate or are required to do so.

Sexting

'Sexting' often refers to the sharing of naked or 'nude' pictures or video through mobile phones and the internet. It also includes underwear shots, sexual poses and explicit text messaging.

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While sexting often takes place in a consensual relationship between two young people, the use of Sexted images in revenge following a relationship breakdown is becoming more commonplace. Sexting can also be used as a form of sexual exploitation and take place between strangers.

As the average age of first smartphone or camera enabled tablet is 6 years old, sexting is an issue that requires awareness raising across all ages.

The school will use age appropriate educational material to raise awareness, to promote safety and deal with pressure. Parents should be aware that they can come to the school for advice.

Gaming

http://www.saferinternet.org.uk/search-results?keywords=gaming
http://www.childnet.com/search-results/?keywords=gaming
http://www.kidsmart.org.uk/games/
http://www.lgfl.net/esafety/Pages/Primary-resource-matrix.aspx

Online gaming is an activity that the majority of children and many adults get involved in. The school will raise awareness:
- By talking to parents and carers about the games their children play and help them identify whether they are appropriate.
- By support parents in identifying the most effective way of safeguarding their children by using parental controls and child safety mode.
- By talking to parents about setting boundaries and time limits when games are played.
- By highlighting relevant resources.

Online reputation

http://www.childnet.com/resources/online-reputation-checklist
http://www.saferinternet.org.uk/search-results?keywords=online%20reputation
http://www.kidsmart.org.uk/digitalfootprints/

Online reputation is the opinion others get of a person when they encounter them online. It is formed by posts, photos that have been uploaded and comments made by others on people's profiles. It is important that children and staff are aware that anything that is posted could influence their future professional reputation. The majority of organizations and work establishments now check digital footprint before considering applications for positions or places on courses.

Grooming

http://www.saferinternet.org.uk/search-results?keywords=grooming
http://www.childnet.com/search-results/?keywords=grooming
http://www.internetmatters.org/issues/online-grooming/

Online grooming is the process by which one person with an inappropriate sexual interest in children will approach a child online, with the intention of developing a relationship with that child, to be able to meet them in person and intentionally cause harm.

The school will build awareness amongst children and parents about ensuring that the child:

- Only has friends online that they know in real life
- Is aware that if they communicate with somebody that they have met online, that relationship should stay online

That parents should:

- Recognise the signs of grooming
- Have regular conversations with their children about online activity and how to stay safe online

The school will raise awareness by:

- Running sessions for parents
- Include awareness around grooming as part of their curriculum
- Identifying with both parents and children how they can be safeguarded against grooming

Health and Safety

Bordon Junior School maintains a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT suite, which was designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and digital projectors are being used.**Digital and Video Images of Pupils**

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc. within school. See the policy on the safe use of digital images.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimize risks of any images pupils on the school website being used inappropriately, the following steps are taken:

- Group photos are used where possible, with general labels or captions.
- Full names are not used.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Social Media

Chatrooms, blogs and other social networking sites are blocked on school computers by the Local Authority filters, so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils.

Instances of cyber-bullying of pupils or staff are regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures. Pupils are

aware that any misuse of digital technology should be reported to a member of staff or trusted adult immediately.

<u>Use of social networking sites for staff</u>
School staff are required to maintain a separation between their professional and their private lives. This can be difficult especially given the strong relationships with pupils and parents and for those living within the community served by the school. It is expected that many colleagues would also become friends and there are many circumstances in which a member of staff could come into contact with a member of the school community which are unrelated to the fact they work in the school, such relationships are not viewed as professional. However, where any aspect of the school or school activities are mentioned or where information obtained through working at the school is discussed then professional expectations apply.
Ensure that you understand how any site you use operates and therefore the risks associated with using the site.

- Consider carefully who you accept as friends on a social networking site. Don't accept friendship requests from pupils or parents – you may be giving them access to personal information and allowing them to contact you inappropriately.
- Report to the Headteacher any incidents where a pupil has sought to become your friend through a social networking site.
- Take care when publishing information about yourself and images online- assume that anything you publish will end up in the public domain.
- Ask yourself whether you would feel comfortable about a current or prospective employer, colleague, pupil or parent viewing the content of your page.
- Do not post anything that names or involves the school, or may be interpreted as slanderous towards colleagues, pupils or parents
- Ensure you follow school procedures for contacting parents and/or pupils and only contact pupils and/or parents via school based computer systems. Do not use social networking sites to contact parents and/or pupils.
- Through your teaching, alert pupils to the risk of potential misuse of social networking sites.

This policy is reviewed annually by the governing body in line with the policy review schedule.