



Brinsley Primary and Nursery School

School Policy for

# Internet and E-Safety

A small, square, grey-tinted image of a handwritten signature in black ink, which appears to be 'J. Osprey'.

26.01.23

Completed by: J OSPREY

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## **Introduction.**

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Brinsley Primary & Nursery School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

## **Using the Internet for Education**

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LA/DFE
- social and leisure use.

- greatly increased skills in English, particularly reading through the use of the online resource Bug Club.

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the ICT Co-ordinator will assist in the dissemination of this information.

Initially, the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific web site.

As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, www). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

### **Pupils' Access to the Internet in school**

Brinsley Primary & Nursery School will use a Nottinghamshire County Council's "filtered" Internet Service, which will minimise the chances of pupils encountering undesirable material. Brinsley Primary will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

### **Expectations of Pupils using the Internet**

At Brinsley Primary & Nursery School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use. Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should Brinsley pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that

the Service Provider can block further access to the site. This is why every year, we start with a unit of work on E-Safety and complete an additional week in the Spring term as part of Safer Internet Day.

Pupils must ask permission before accessing the Internet and have a clear idea why they are using it

- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
- Homework completed at home may be brought in on disc or USB stick.
- No personal information such as phone numbers and addresses should be given.
- Pupils should not be given access to the internet whilst at school on any device not owned by school.
- Mobile phones must be given to the class teacher to look after during school hours which must be turned off and stored responsibly.
- Pupils should not take internet enabled devices or phones on a day or residential visits.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also to procedures as stated in the Behaviour Policy which comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

### **School Facebook Page**

The Brinsley Primary & Nursery School Facebook page to for the purpose of celebrate good work, promote the school and publish resources for projects and homework, and link to other good sites of interest.

No names and photographs that identify individual children will appear on it. Home information and e-mail identities will not be included only the point of contact to the school i.e. phone number, school address and e-mail to Head/ICT Co-ordinator.

### **Social Networking Sites**

□ In line with the Staff Handbook, staff will:

- at no time post anything regarding children, their parents/families or other staff at our School.
- be conscious at all times of the need to keep personal and professional lives separate and maintain professionalism whilst using social networking sites.
- not accept friend requests from a person believed to be a parent, a pupil or a recent ex-pupil except in circumstances where a member of staff has personal contact with a parent outside of school (e.g. through a club).
- not post photographs from school may be used, or ones which identify our school or children from our school, without prior consent from the Head Teacher.
- not photographs of other members of staff are to be used without their consent.
- accept that anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to our school or other employees may be subject to disciplinary proceedings.
- make their Leader/a member of the Senior Leadership Team aware of any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate.
- not use Social Networking Sites to carry out school business. Colleagues should not be contacted through such sites with relation to any school matter; school email address and/or telephone number should be used.
- Guidance from Facebook, Snapchat, Twitter and Instagram is that children under the age of 13 should not access social media. The link to ask for removal of children under 13 from Facebook can be found on: <https://www.facebook.com/help/441374602560317/>

### **E-Safety**

As part of the curriculum, all children are taught about the importance of keeping themselves safe online. This is taught explicitly across the whole school in the Autumn term every year, through the schools PSHE curriculum, IT curriculum and through days/weeks such as Safer Internet Day in the Spring term as well as assemblies with the Head Teacher and IT Coordinator. The school has a legal duty of care to address issues of cyberbullying which have taken place outside of school. Legally, the school can set suitable sanctions for

those who have been deemed to be involved in the bullying of others through the use of IT (for example, Facebook, Snapchat etc).

Following the Internet Safety Day each year, displays will be placed in a prominent position in school so that children are aware of how to keep themselves safe online and how to report incidents of cyberbullying. The school will notify parents and carers if an incident has been reported to them and investigations will take place.

### **Remote Education.**

During partial school closure due to the Coronavirus pandemic, it is necessary to put in place agreements between school and parents/children about the acceptable behaviours during 'live' and remote learning. We recognise the benefits to children's mental health and education by providing a form of daily face-to face interaction.

During these face-to-face interactions and communications via other platforms, we expect the same level of respect and behaviour to be demonstrated, whether that be on TEAMS, Zoom, Dojo or Seesaw as would be in the classroom. As a result, school have produced and issued a set of guidelines for parents/children to follow. Please refer to the document published on the school website, '*Online learning- expectations about acceptable use*'.

This document outlines the expectations for parents/children during 'live' remote learning. Much of this echoes our expectations generally when in school and all of it is designed to safeguard adults and children and help pupils gain the most benefit from online learning. We expect parents/carers to read and follow the information with their children. All members of staff will do the same at school and within online meetings.

- Parents/children will only use Seesaw, Class Dojo, Zoom (or any other accepted online platform) as directed by the teacher and will only upload material that is related to their learning.
- No photos of the screen or recorded videos of interactions in any way (including Dojo, Seesaw, Zoom, or any other school platform).
- Any communication in the online learning environment (Dojo, Seesaw and Zoom) is always appropriate and supportive of the learning and the learning and wellbeing of others.

- The parent/carer is responsible for logging into Zoom and the meeting details.
- The device name should match the child's name so that teachers can see who is joining the call.
- During any live sessions, a parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.
- If taking part in a live sessions, parents will make sure that...
  - The environment is quiet and free from distractions
  - The device is muted unless the child is told otherwise
  - The background (and foreground) is appropriate and as neutral as possible ensuring that they are mindful of what else is in view.
  - Both parent and child are appropriately dressed
  - The child listens and stays involved

Further details of our provision for remote learning can be found on the Brinsley Primary & Nursery School website.

### **Appendix**

As a RRS (Rights Respecting School - UNICEF) this upholds the following articles from the UNCRC (United Nations Convention on the Rights of the Child):

Article 3: The best interests of the child must be as top priority in all actions concerning children.

Article 36: Every child has the right to be protected from doing things that could harm them.