



Inmans Primary School

Internet Safety Policy

Date	Written By	Approved by	Review Date	Approved by Governors
Oct 20	T Galloway	SLT	Oct 22	Pending

This Online Safety Policy relates directly or links to other school policies including Anti-Bullying, Behaviour, Computing, Mobile Phone, SMSC and Safeguarding policies.

This policy has been written by the school, based on the previous policy and updated government guidance. It has been agreed upon by the Head Teacher and approved by the governors.

This policy was reviewed and updated by the ICT co-ordinator in October 2020 and will be reviewed annually and updated as and when guidance changes or amendments need to be made.

Pupils

Teaching and Learning – Why Internet use is important

- The internet is a part of everyday life for education, business and social interaction. Most of our lives can be done on or controlled by the internet; shopping, banking, reading news, connecting with friends as examples.
- It is a fast-changing and ever-evolving medium that can have incredible value in terms of our daily lives and in the education of our children.
- Through the internet, it is possible to connect with the rest of the world; both on a business and personal level.
- The use of search engines allows access to all of the knowledge the world has to offer through a few simple taps on a keyboard. This gives immense power to the user, but also immense responsibility.

Teaching and Learning – uses in education settings

As a school, we recognise and embrace the value of modern technologies and its place within education.

- It can serve to enthuse and equip children with the skills needed to deepen their understanding of the curriculum.
- It should instil critical thinking skills in terms of evaluating information found through the internet.
- It provides access to a world of educational resources; museums, art galleries, tourist sites, historical artefacts and news outlets.
- It can provide children with a deeper understanding and empathy of other cultures and viewpoints through the internet; YouTube videos, news outlets, video interviews.
- It should allow children to use computational skills and thinking across the curriculum through cross-curricular links and research opportunities.

- Provide a platform for creating and developing strong home/school links.

The school's aim in facilitating and developing the use of the internet is to equip the children with skills, strategies, knowledge and confidence that will enable them to reap the benefits of the online world, whilst being able to minimise the risks for themselves and others.

Teaching and Learning – school-specific uses of the internet

- Purple Mash – this is the main resource purchased by and used throughout the school for Computing Curriculum teaching. It is an online website that the children all have individual access to through their own logins. It is a rich and well-written resource that allows teachers to deliver the Computing curriculum. The children can access their account both in school and at home and homework can be set on Purple Mash for the children to complete at home. There are 'Parent Portals' which allow the parents to access their child's work on Purple Mash also. The children learn how to save and retrieve their work and share their work with others through the Purple Mash platform.
- Google Classroom – this is beginning to be used more within school as all teaching staff have received training and continue to be supported in its use. It allows cross-curricular links as any work can be set through Google Classroom for the children to access. As a teaching tool, staff can set work, place work into folders, retrieve and display good examples and assess the work in a simple and organised way.
- Google products – the pupils will have access to the internet through the use of Chromebooks which are powered by Google. As such, the hardware comes pre-loaded with a number of platforms that can and will be accessed and used by the children.
 - *Slides – produces slideshows that pupils can use to organise and present topics and findings. Also uses hyperlinks and more advanced word-processing skills.*
 - *Docs – a word-processing platform with enhanced tools for editing and presentation.*
 - *Sheets – the spreadsheet platform that is primarily used in Upper KS2 to transfer skills from the Purple Mash units on uses of spreadsheets*
- Seesaw – this online website was first utilised during the Lockdown as a remote learning platform. It proved invaluable for teachers to set work, assess learning and communicate with their pupils. It is now being used as a way of setting homework tasks.
- Oxford Reading Buddy – an online enhancement for our reading scheme books. Each pupil has an individual log-in, books set at their own level and comprehension activities and questions. This is primarily to be accessed at home but can be used in school for reluctant readers.
- TT Rock Stars – this online maths tool is way of the pupils practising and becoming confident with times tables. The pupils have their own accounts that can be accessed in school or at home. They complete timed activities and can compete in challenges with other pupils or classes in order to achieve coins to buy upgrades for their avatar.
- Scratch – this is an online, free-to-use website for Coding. It is used in Upper KS2 for the confident coders to transfer the skills learnt on Purple Mash to a different, more real-life platform. The school has a school account for children to access and save their creations.
- Search engines – pupils use Google as a search engine to research topics and locate information to enhance their understanding of any area of the curriculum.

- Tablets – we have a number of tablets available to each year group that are used by the children. They can be used to access the internet or play pre-approved apps.

Staff- adults in the school use the internet for a vast amount of reasons; as a teaching tool, to find information, for training purposes, to log and assess pupils' work as well as communicating and sharing good practise with other schools and agencies. Staff must only use the school network for school issues and not for personal uses and must maintain professional standards at all time.

Managing Internet Access

Each pupil and staff member have an individual login for the Chromebooks. This means every person can store, retrieve and share their own work easily without the possibility of be able to access others' work or documents. This log-in can also be used an email address and is used by staff to access their Google Drive.

For each website used, individual log-ins are used and able to be accessed by the child, their teachers and their parents only.

If tablets are used, staff provide parameters and rules for their usage and monitor the children's' use.

Pupil email addresses connected to the Chromebooks are only used in school in order to share work with their teachers.

Virus protection is reviewed and updated regularly.

The school liaise and work with the Local Authority and the Internet Service Provider to ensure systems to protect pupils are reviewed regularly and improved when necessary.

When joining the school, all parents are provided with information about how the internet is used within school and must sign an acceptable use agreement for their child.

All relevant firewalls, filters and blocked sites, as set up through the Local Authority, are adhered to and used as standard. This protects the children from accessing inappropriate material. When anything inappropriate is discovered then a report is sent to the Local Authority who will investigate and block the relevant site.

Assessing Risks

The school takes all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked content nature of the internet, and despite the filters/firewalls in place, it is not possible to guarantee that unsuitable material will never appear on a school computer/tablet. Neither the school, nor the Local Authority, can accept liability for the material accessed.

The school will audit Computing provision to establish the effectiveness of the e-safety policy and its implementation.

Social Networks and online content

The age restriction for social media sites such as Facebook, Twitter, Instagram and Snapchat in the UK is 12. Access to such sites is blocked on our school network. Their use outside of school is addressed through internet safety lessons with the pupils as many parents allow their children to have social media profiles.

The school has website, Facebook page and Twitter account. They are updated and monitored regularly by staff at the school and any issues resulting from them and dealt with privately and quickly.

Staff's private social media accounts should have all the relevant privacy controls enabled. Staff should consider the impact of what they share online on their professional life and to take care when sharing private thoughts, especially those that are threatening, hurtful or defamatory. Staff should not mention school issues on their private accounts, nor should private accounts be used as a means of communication with parents/carers or outside agencies for school issues.

Parents' consent must be given for their child's image to be used on the website or social media accounts. This is to be obtained upon joining the school in line with GDPR guidelines. A list of pupils whose parents do not give consent will be distributed to all staff. If a child's name appears on the school's online content, it will follow the GDPR requirements to protect the child's identity.

Mobile Phones

Pupils – Mobile phones are not permitted in school, except for Years 5 and 6. Parent/Carers must notify the school if a child in Year 5 or Year 6 has a mobile phone that they will be bringing to school. These will then be kept in the school office and collected at the end of the school day.

Staff – adults in the school are asked not to use their mobile phones around or in sight of the children. They should be set to silent and stored away from the children. They may be used in the staffroom during breaks in teaching. Staff are not permitted to use their own personal devices to take photos/videos of children or to contact children or parents. Staff use the school landlines to contact parents or organisations for school-related issues.

The school has a mobile phone that is used for educational reasons, such as school trips or educational visits when approved by the Senior Leadership Team.

Emails

Pupils – In Year 3, pupils are given access to the Purple Mash email system. This is set-up and monitored closely by the staff. Children are taught how emails work and how to add attachments in order to share work with each other and their teachers. This is a safe platform that can be accessed and monitored by the staff. There is a 'Report to Teacher' button that the pupils are encouraged to use if anything inappropriate happens or is said via this email system. Pupils in Years 4, 5 and 6 still have access to this email system on Purple Mash.

Staff – All staff members have two email accounts. One is to be used to log-on to the Chromebooks and to access their Google Drive. They also have an Outlook account which is used for all school correspondence. Staff must use the drives on the internal network or Google Drive to store and

share documents. The use of memory sticks is not allowed. Staff will be made aware of and agree to the Acceptable Use document.

Teaching and Learning – Internet Safety and School Ethos

Our aim as a school is to help our pupils become skilled and confident users of online technologies. Integral and paramount to all our teaching on/through/about the internet is safety. Equipping our pupils with the necessary skills and knowledge to make positive choices when using the internet will benefit the children both inside and outside school, and throughout their lives.

Throughout every year group we encourage and reinforce the need to think SMART. Equipping the pupils with the knowledge and skills to make positive choices when using the internet will help them be safe online both at school and at home, and throughout their lives. Using the information, videos, stories and activities on the childnet.org website, teachers can deliver age-appropriate and comprehensive internet safety messages. Each classroom displays the Purple Mash produced poster about SMART but each classroom will also display posters made by the pupils to show their understanding of SMART and act as a point of reference for any lesson where the pupils are using the internet as a constant reminder and teaching point for staff when needed. This way, internet safety becomes the 'norm' in our school and something all staff members can utilise and all pupils can remember.

S = Safe. Pupils are taught what personal information means and how this can be used in negative ways. Pupils are taught how to keep their personal information safe:

- Never share passwords and how to make strong passwords
- Never tell anyone their name, age, address, school etc
- What their online identity means
- What a digital footprint is and how it can follow them

M = Meet. Pupils are taught in a variety of ways and through a variety of scenarios the dangers of meeting anyone they don't know from the internet. They are told repeatedly that they should never meet anyone they have met online in real life.

A = Accepting. Pupils are taught that they may sometimes get messages, emails or friends requests from strangers that could pose a danger to them and to never accept these. They are taught about spam/phishing emails and how malicious people can make viruses that infect their hardware. They are given the necessary skills and procedures to deal with these unwanted messages and requests.

R = Reliable. This is important in helping the children (especially in KS2) become critical thinkers. Pupils are shown how information on the internet can be manipulated and presented that can look genuine but could be not accurate. They are shown spoof websites and how Wikipedia can be edited by anyone. They are taught the importance of reliable sources and in using a range of trusted websites find out information. In Upper KS2 they are taught about bias and how even reputable websites can be biased.

T = Tell. Pupils are reminded regularly about the importance of telling a trusted adult if anything happens or is seen on the internet. This is a key message through all of internet-based lessons. They are made aware of the block and report functions on most websites.

Throughout all of the school, SMART is addressed and taught at an age-appropriate level but allows for a consistent message throughout their time in our school.

UK Safer Internet Day

The school takes part in each annual Safer Internet Day and completes the supplied activities, in accordance with the guidance.

Incidents of Concern or Cyberbullying

In school – any misuse of school equipment to bully or upset another pupil will be dealt with via the school's behaviour policy, will be logged via the CPOMS system and may result in a user being unable to use school hardware as a consequence. If there is a Child Protection or wider Safeguarding issue that arises through the use of the internet, the school's DSO lead will be informed and escalated appropriately.

Outside of school – any issues that arise outside of school, but affect our pupils, that are brought to our attention will be dealt with via the school's Behaviour Policy. If there is a Child Protection or wider Safeguarding issue that arises through the use of the internet, the school's DSO lead will be informed and escalated appropriately.

Safeguarding

As a school, our over-riding concern is for the safety and well-being of our pupils. In terms of E-Safety this consists of:

- A relevant up-to-date and robust online safety curriculum from EYFS to Year 6.
- An ethos across the school of SMART thinking when using technologies.
- Cross-curricular links and embedding internet safety throughout all areas of school life.
- Training and support of staff and governors to ensure current guidelines are being confidently addressed and taught.
- Home/school partnership through communication and parent sessions to cover the areas involved with internet safety.
- Pupils, staff and parents have Acceptable Use agreements which are signed upon joining the school.
- An Internet Safety policy that links closely with and enhances the Safeguarding policy with clear pathways for dealings with complaints, disclosures or to the issues that may arise through the use of the internet.
- Filters, firewalls, monitoring and reporting systems for all our online access.
- Data Policies which stipulate how we store, secure and dispose of confidential or personal information.

