

2018/2019

Internet Access and E-Safety Policy Llanishen High School

This document contains the specific policy and associated information relating to internet access and e safety at Llanishen High School

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INTERNET ACCESS AND E-SAFETY POLICY

Section 1 : Rationale and Aims

1.1 The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

1.2 The aims of the policy are to:

- ^ encourage appropriate use of the internet by staff and pupils
- ^ enhance the use of new technologies in the classroom so as to improve standards of teaching and learning
- ^ enable research to take place into a wide range of resources and information
- ^ develop pupils' skills in analysis and evaluation of information
- ^ enhance pupils' digital learning skills so as to equip them for life-long learning

Section 2 : Accessing the internet

2.1 Internet access is supported and maintained by the local authority. . It includes filtering appropriate to the age of pupils. The school has a range of computer suites and computers used by staff and pupils.

2.2 Pupils are given clear objectives for Internet use and advice on when they may use their mobile phones or computer tablets in class for an explicit educational purpose. Pupils are not allowed to record or film other pupils or members of staff, without the written permission of a parent/carer or the verbal permission of a member of staff;

2.3 Pupils are

- ^ advised on e-safety in lessons and in Assemblies;
- ^ made aware that the writer of an e-mail or the author of a webpage might not be the person they claim to be ;
- ^ encouraged to tell a member of staff immediately if they encounter any

material on the internet that makes them feel uncomfortable;

- ^ taught ways to validate information before accepting that it is necessarily accurate;
- ^ taught to acknowledge the source of information, when using internet material for their own use
- ^ only allowed to use email in school for educational purposes

2.3 Chat rooms, newsgroups and blogs can be used by pupils for educational purposes is under the supervision of teachers or teaching assistants.

2.4 Pupils and their parents/carers are asked to sign an internet agreement as part of their school induction.

Section 3 : The School Website

3.1 The Headteacher delegates editorial responsibility to a member of staff to ensure that the content of the school website is accurate and quality of presentation is maintained.

3.2 The website must comply with the school's guidelines for publications.

3.3 All material published must either be the author's own work, or permission to reproduce it must be obtained and clearly marked with the copyright owner's name.

3.4 The point of contact for any material on the school website is the school with the address and telephone number displayed.

3.5 Home information or individual e-mail identities must not published;

3.6 Photographs must not identify individual pupils unless parental permission has been obtained. Group shots or pictures taken "over the shoulder" are used in preference to individual "passport" style images.

3.7 Full names are not used anywhere on the website without parental permission.

Section 4 : Using the internet in the classroom

4.1 Internet access is necessary for delivery of the curriculum.

4.2 At Key Stages 3 and 4 internet access is granted to a whole class as part of the scheme of work once pupils have received instruction in responsible Internet use; Parents are asked to sign and return a permission form for such access. This is additional to the internet agreement signed by pupils and parents when a pupil enters the school.

4.3 In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school supervises pupils and takes all reasonable precautions to ensure that they only access appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a computer or handheld device used in school.

Neither Llanishen High School nor the Cardiff local authority accept s liability for the material accessed by pupils, or any resulting consequences.

4.5 The use of the school's computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Section 5 E Safety

5.1 Pupils are informed that their internet use is supervised and monitored. The school works in partnership with parents; the local authority; the Welsh Government and the school's Internet Service Provider to ensure methods of identifying, assessing and minimising risks are kept under review and improved so as to protect pupils.

5.2 Actions taken include:

- △ staff making occasional checks during lessons to ensure that the filtering methods selected are effective in practice
- △ posting rules for responsible internet use near computer systems;
- △ providing all staff including teachers, supply staff, teaching assistants and support staff with this Internet Access and E-Safety Policy;

- ^ giving parents access to the policy via the school website;
- ^ including a module on responsible Internet use at school and at home in the IT scheme of work;
- ^ reporting any unsuitable sites discovered by staff or pupils to , the Internet Service Provider via the Network Manage – giving both the URL (address) and the nature of the content ;
- ^ referring any suspected illegal material to the local authority Audit Department and the Internet Watch Foundation;
- ^ using appropriate filtering to protect against inappropriate materials ;
- ^ discussing security strategies with the local authority;
- ^ keeping under review the security of the whole system with regard to threats posed by hacking or internet viruses ;
- ^ encrypting or otherwise securing personal data sent over the Internet ;
- ^ installing and regularly updating virus protection.

Section 6 Other Issues

6.1 Loss of items. The school does not accept any liability for items such as mobile phones and other electronic items that are brought into school and are lost or damaged. Pupils or their parents should take out appropriate insurance cover for such items. The only exception to this is when for reasons of security or as a result of confiscation a member of staff agrees to take responsibility for an item.

6.2 Complaints Any complaints or concerns about the use of the Internet should be raised using the procedure set out in the school's complaints policy.

6.3 Misuse Any misuse of the internet by pupils is dealt with in accordance with the school's Pupil Behaviour policy.

6.4 Information Relevant sources of information on safe internet use by children and young people include

The [Child Exploitation & Online Protection Centre - internet safety - CEOP](http://ceop.police.uk)
<http://ceop.police.uk>

NCH Action for Children A Parents' Guide to the Internet, leaflet
www.nchafc.org.uk/internet/

Internet Watch Foundation www.iwf.org.uk

Section 7 Related policies and documents (available on the school website)

Data Protection

Child Protection

Behaviour

School Uniform

Guidelines for using mobile phones in the classroom

Guidance for staff using social networking