



***Working and learning together for success***

# **Internet Safety and Digital Media Policy Statement September 2018**

***E-Safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). E-Safety is primarily a safeguarding issue not a technological issue, which relates to the use of all ICT-fixed or mobile; current, emerging and future ICT.***

***ICT is used daily as a tool to improve teaching, learning, communication and working practices to the benefit of our children and young people and those that work to support them. The use of ICT is recognised as being of significant benefit to all members of our community, in personal, social, professional and educational contexts. However alongside these benefits are potential risks that we have a statutory duty of care to manage, to ensure they do not become actual dangers to children and young people in our care or for employees.***

**Hampshire, IOW, Portsmouth and Southampton 4LSCB E-Safety Strategy**

**Jonathon Langdon: Computing Subject Leader  
September 2018                      Review September 2019**

# **Internet Safety and Digital Media Policy Statement**

**At Sarisbury Junior School, we recognise that the Internet is an integral part of our pupils' lives. Their access to information both at home and at school is almost limitless. We see it as a powerful tool for supporting teaching and learning and its use is encouraged for educational purposes. However, the Internet it also presents potential dangers.**

**Also as a staff, we see the value of keeping safe online and our duty of care to ensure that we keep children safe. Any use of digital media will follow the guidelines set out in this document.**

**As such, we all have a duty of care to ensure the safeguarding of our children and to promote safe and responsible use of the Internet. We have a responsibility to educating children about how to correctly and safely use the Internet.**

## **Our Aims**

**At Sarisbury CE Junior School we aim to:**

- Provide children with safe access to the Internet
- To provide pupils with increased opportunities to produce meaningful work for a variety of purposes.
- Ensure that all children know how to behave responsibly when using the Internet and are responsible e-citizens
- Ensure that pupils know to be safe when using the Internet
- Provide our staff with opportunities to improve their teaching and learning strategies through research, training and collaboration via the Internet.
- Use digital media safely and ensure children are safeguarded.

## **Our Strategies**

**At Sarisbury CE Junior School we will promote Internet Safety by:**

- Students will be supervised at all times when using the Internet. On no account should children access the Internet without direct supervision. This can be controlled through giving children certain websites to research through.
- All work undertaken by the children on the Internet should be academically valid tasks.
- Children will be given guidelines to keep them safe. These should be sent home and discussed with parents.
- Copyright issues will be considered at all times when copying or downloading any resources from the Internet, including all types of media.
- Pupils will seek permission before downloading information from the Internet.
- Permission will be sought from parents before photos or videos of children are put on the school website, VLE or social media.
- Any photos or videos taken on staff members' personal devices will be transferred onto the system and deleted off the personal device to ensure that children are safeguarded.

- School devices, such as iPads and teacher laptops, will be locked whenever not in use. Also photos taken on iPads will be deleted and moved onto the school system as necessary.
- The use of the Internet should be fair and equitable and in line with existing school policies.
- If it comes to our attention that children are misusing the Internet at school or at home, staff will intervene and discuss this with children before applying sanctions e.g. blocking of internet use or follow the school's behaviour policy.
- All apps that are available on the school iPads are only downloaded by staff and, if they are a paid for app, permission is sought first.

### **Internet Safety Lessons**

Internet Safety is taught in each year group with various areas being covered in each year. Before children are given access to the Internet, it is the responsibility of the teacher to ensure that the children know how to stay safe on the Internet.

Internet usage rules should be discussed and agreed upon with the children. They should also be sent home in order to minimise the risks of pupils viewing unsuitable material.

We will use the 'Thinkuknow' education programme to support our e-safety lessons as well as the National Curriculum guidance.

If situations come to light within certain classes/year groups, these issues will be dealt with immediately through Computing lessons.

### **Pupil access to the Internet**

Pupils have access to the ICT suite, laptops and LearnPads during supervised lessons and during computer club. Children are therefore not able to access the computers without permission and supervision. They also some computers available in classrooms. Pupils are not allowed to use computers in classrooms or in the suite at break or lunchtimes without direct supervision as these are harder to monitor. All computers have access to the Internet. Whilst using search engines, teachers will discuss e-safety guidelines with the children and keep a close eye on search results.

As well as having Google filtering, our Internet is filtered by SchoolCare who are our service providers who currently filter our content and which allows access to websites such as YouTube at our discretion. However no filtering system is 100% so children are encouraged to report any inappropriate material to a relevant adult (Teacher/Support Worker). This encourages a system of self monitoring that has been remarkably successful in the past.

### **YouTube and Google Images**

Staff and children have clear guidelines about the use of YouTube and Google Images. Currently, although YouTube is available on the school network, it is purely there as a teaching tool for members of staff and children should not be given independent access to it.

Google images can be accessed by children for academic purposes. Children are expected to report any unsuitable images to a member of staff.

## **Sanctions**

Pupils who break the schools code of conduct as to the use of the Internet and e-mail will be dealt with according to the severity of the breach. In these cases the school behaviour policy would be adhered to. Any further breaches could result in the withdrawal of logon rights with restricted access to the network.

## **Staff**

- All staff have access the school network (which includes internet and e-mail access) through their own logins.
- The school network can be used at any time that staff is on the premises. The schools internet access is on 24 hours a day and staff can access the internet and e-mail at any time.
- Staff may use the Internet or e-mail service for professional use or for private use, as long as this is done so during their own time outside of teaching hours.
- If a staff member takes any photos, videos on a personal device then these should be transferred to the school system to ensure that children are safeguarded. This should happen as soon as possible and the photos will be stored on the 'Archive' drive to ensure they cannot be accessed without permission.
- Staff members are expected to read and agree to the 'ICT Acceptable Use Agreement for Staff' document.

## **Our Computing Subject Leader**

**The member of staff responsible for the use of the Internet throughout the school is Jonathon Langdon. He will:**

- Ensure that Internet safety is paramount in our school
- Ensure that e-safety lessons are taught where appropriate
- Provide parents and teachers with guidance about e-safety
- Keep up to date with safeguarding issues in relation to the Internet and other web-services
- Ensure that all staff have access to good quality procedures and effective training to safeguard children at risk through online activity
- Ensure that procedures are in place to deal with breaches of e-safety policy
- Monitor the school's social media accounts to ensure they meet guidelines
- Provide advice, when necessary, in dealing with e-safety situations

## **Our Success Criteria**

We expect all of our children to be able to use the Internet safely and for teachers to be fully informed about how to keep children safe. Children will feel able to report any situations that they are not comfortable with to a trusted adult.