



# Parkwood

## Primary School

# ONLINE POLICY

## SEPTEMBER 2020

Review: Every 2 Years

Date of Next Review: September 2022

Coordinator		Nominated Governor	
Headteacher		Date	
Chair of Governing Body		Date	

At Parkwood Primary, we believe that children have an entitlement to safe Internet access at all times. We also acknowledge the role we play in equipping children with the knowledge and skills to keep themselves safe online. The Kent Policy accompanied by recent Government guidance has been used to compose Parkwood Primary's Policy. Senior Management and Governors have also approved this Policy.

### **Internet for Teaching and Learning**

#### *Internet Importance:*

- The Internet plays a key part in the 21<sup>st</sup> century for education, business and social interaction. The school is obliged to provide pupils with quality Internet access as part of their education.
- Internet use is a part of the statutory curriculum and a necessary tool for both staff and pupils.

#### *Improving Learning:*

- Through computing lessons, pupils are taught about the effective use of the Internet in research.
- Foundation Stage children are introduced to Smartie the Penguin from Kidsmart (see *Appendix 1*). Smartie's important messages about how to keep safe on the Internet are regularly referred to pupils throughout the Key Stage 1 and 2 curriculum.
- On-Line is viewed as an integral part of the Computing curriculum and is taught within termly topics, taken from the Rising Stars Computing scheme of work. Coverage for each year group can be found on the road map in each year group's planning.

#### *Pupils and Internet Content:*

- The school Internet access is tailored for pupil use and includes age appropriate filtering, provided by Medway Council.
- To avoid pupils viewing unsuitable content, individual teachers set up website links on their Favourites bar (*See Appendix 2*) or use hyperlinks within documents.
- In addition to this, pupils use Google Safe Search when learning how to search online effectively and safely.

### **Managing Internet Access**

#### *Information System Security:*

- School ICT system security will be reviewed regularly with support from Medway Council.
- Virus protection will be updated regularly by the ICT technicians (BCTec) and other staff as necessary.

#### *Email:*

- The forwarding of chain letters is not permitted via the Medway Service.
- Pupils are taught about how to use e-mail safely and respectfully.

*Published Content on the School Website:*

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- Photographs that include pupils will be selected carefully and will have gained written permission from the parent/carer.\*
- Pupils' work can only be published with the permission of the pupils and parents.\*
- Pupils' full names will not be used anywhere in the School website.

\*A list of those pupils that have permission for their photographs to be published on the Internet can be found in the School Office and every class also has a list.

*Social Networking and Personal Publishing:*

- Pupils are frequently reminded to never to give out personal details of any kind which may identify them or their location.
- The school blocks/filters access to social networking sites. Social networking sites or any similar sites should not be accessed through the school network.
- Staff are expected to refrain from publishing any comments regarding school on to social networking sites. Parents are also encouraged to speak to the school directly and not mention concerns on social networking sites.

*Managing Filtering:*

- The school network works with Medway Council to ensure systems to protect pupils are reviewed and improved. The filtering system is managed by BCTec.
- If staff or pupils discover an unsuitable site, the screen is immediately switched off if children are present. It is then reported to the Computing Subject Leader using the appropriate form (*see Appendix 3*) located in the School Office. The Computing Subject Leader then passes the relevant information to BCTec, who will ensure it is added to Medway's filtering system. Parents are informed by the DSL, following consultation with the Subject Leader.

*Managing Emerging Technologies:*

- Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

*Protecting Personal Data:*

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Policy Decision**

### *Authorising Internet Access:*

- School Administration will ensure all staff have read and signed the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- School Administration will keep a record of all pupils who are granted Internet Access (signed consent form from parents). The record will be kept up-to-date on Sims and a hard copy will be kept in the School Office. Every class also has their own copy.

### *Assessing Risks:*

- The school continually takes all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer or tablet. Neither the school nor Medway Council can accept liability for the material accessed, or any consequences of Internet access.

### *Handling Complaints:*

- Complaints of Internet misuse are to be dealt with by a senior member of staff.
- Any complaints about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures.

## **Communication of Policy**

### *Introducing the Policy to Pupils:*

- Children are introduced to On-Line through Smartie the Penguin from Kidsmart in Foundation Stage.
- Rules are displayed in every classroom, including the ICT Suite, and discussed with pupils regularly (*appendix 4*).
- On-Line is viewed as an integral part of the Computing curriculum and is taught within termly topics.
- Pupils are asked to adhere to the guidelines stated in the "Child Acceptable Use Agreement" (*appendix 5*). This document is given to children and parents to read and sign in Foundation Stage and Year 3 to remind them of what is acceptable as they go through the school.

### *Staff and Policy:*

- All staff are given the Policy and its importance explained.
- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

*Enlisting Parents' Support:*

- Parents' attention will be drawn to the school Policy in newsletters and our school website.

This Policy will be reviewed annually or more frequently if necessary by the Computing Team and DSL.

# Appendix 1



Source: Kidsmart ([www.kidsmart.org.uk/teachers/ks1/readsmartie.aspx](http://www.kidsmart.org.uk/teachers/ks1/readsmartie.aspx))

# Appendix 2



**Appendix 3**

**Parkwood Primary - Reporting Inappropriate Websites**

<b>DATE:</b>	<b>TIME:</b>
<b>REPORTING TEACHER:</b>	
<b>CHILD/REN INVOLVED:</b>	
<b>WEB ADDRESS</b>	<b>BRIEF EXPLANATION OF INAPPROPRIATE CONTENT</b>

## **Appendix 4**

### **Parkwood Primary - On-Line Safety Rules**

These On-line Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use
- It is a criminal offence to use a computer or network for a purpose not permitted by the school
- Irresponsible use may result in the loss of network or Internet access
- Network access must be made via the user's authorised account and password, which must not be given to any other person
- All network and Internet use must be appropriate to education
- Copyright and intellectual property rights must be respected
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers
- Anonymous messages and chain letters are not permitted
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted
- Social networking sites or any similar sites should not be accessed through the school network
- The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound

## **Appendix 5**

### **Parkwood Primary - Child ICT Acceptable Use Agreement**

All pupils have access to the Internet as an essential part of learning, as required by the National Curriculum. In order to use the Internet safely and responsibly pupils are taught to adhere to the following guidelines entitled the 'Child Acceptable Use Agreement'.

We kindly ask that **parents share this document with their child at a level appropriate to their age**. This will help them understand this document when they sign to say that they agree to the guidelines stated.

This document is sent out in Admission Packs to all new parents and children to read and sign in Foundation Stage.

1. I will not give out personal information such as my full name, school, date of birth, address, telephone number etc over the Internet.
2. I will only share my email address with people I know or when specifically directed to do so by my teacher as part of my school work.
3. I will not give false information about myself or my age.
4. I understand that anything I put on the Internet may still be viewed publically, even if it has been deleted or password protected. I will carefully consider what I share online.
5. I will let an adult know if I find any information that I feel uncomfortable with.
6. I will not use social networking sites, such as Facebook, Twitter and Instagram. I understand that the legal age for these sites is 13.
7. I will never arrange or agree to meet anybody I have met online.
8. I will never send a person my picture or any other personal information such as my address or telephone number.
9. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell an adult right away so that they can deal with it.
10. I will not give out any passwords to anyone (even my best friends) other than my parents.
11. I will not attempt to download or install any software on the school network system.
12. I will be a good online citizen and not do anything that hurts people or is against the law e.g. sending or sharing unfriendly or threatening emails or messages.
13. I will help my parents and friends to have fun and learn online in a safe manner.
14. I know that the Internet and computer activity can be monitored. I understand that if I misuse the Internet or a computer in school in any way my access rights will be removed instantly.