



**Woodford Valley C of E Primary Academy**  
**Internet Safety Policy**

Signed.....*C.H. Knight*

Date .....February 2021

Review...Mar 2023

This school is committed to creating the ethos in which children can grow towards Christian life, learning and love.

*And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples."*  
*John 34-35*

This policy is intended to be read in conjunction with all other policies and in particular the Child Protection Policy, Anti-bullying Policy, Online Learning Protocol, Responsible internet use agreement and Photographic Policy

**Intent**

At Woodford Valley C of E Primary Academy we embrace new technologies, using a wide range in school as valuable tools to enhance both learning and teaching, and for exploring and enjoying the world in which we live. Pupils at our school have easy access to a variety of ICT resources that aid and develop their knowledge and understanding of all curricular and cross-curricular areas. They use these resources to organise their learning and communicate with their peers, teachers, parents and the outside world. Likewise, adults that work within our school community use these resources to :

- further their professional development
- to search for enriching and supportive materials
- to strengthen the links with parents and outside agencies
- to coordinate the assessment and progress of individuals and groups of learners
- to ensure that both excellence and enjoyment drive the vision of ICT within our school community.

Our school Internet Safety Policy will feature as part of the review process within the School Development Plan. It should relate to other policies including those for behaviour, for personal, social and health education (PSHE), for bullying and for citizenship.

*Our Internet Safety Policy has been written by the school, building on the Wiltshire e-safety template policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.*

## **Leadership and Management**

### **Authorised Internet Access**

Internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff. Parental permission is sought at the start of each child's learning journey.

The school's Internet Service Provider (ISP) is Oakford Internet Services. Monitoring reports will be produced by the ISP on regular request.

- *The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date; for instance if a pupil's access is withdrawn.*
- *Primary pupils' home-school agreement will include the Responsible Use Policy agreement.*
- *At Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials wherever possible.*
- *Parents will be informed that pupils will be provided with supervised internet access.*
- *Pupils will be given a personal Microsoft Teams log in and a personal password for use as a remote learning platform. Pupils will be supervised on Teams in school and it is expected that Parents supervise their children using this at home.*

### **Managing Filtering**

Despite careful design, filtering systems cannot be completely effective due to the speed of change of web content. Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members of the school community from youngest pupil to staff and volunteers.

- *A log of all access to the internet will be kept and regularly reviewed.*
- *The school will work in partnership with parents; Wiltshire Council, DFE and its ISP to ensure systems to protect pupils are reviewed and improved.*
- *If staff or pupils discover unsuitable sites, the URL (web address) and content must be reported to the ISP via the internet safety lead.*
- *Website logs will be regularly sampled and monitored.*
- *Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.*
- *Any material that the school believes is illegal must be referred to the internet Watch Foundation.*

### **Risk Assessment**

As the quantity and breadth of the information available through the internet continues to grow, it is not possible to guard against every undesirable situation. The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system in the following ways:

- *In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take 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. Neither the school nor Wiltshire Council can accept liability for the material accessed, or any consequences of internet access.*
- *The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.*
- *Methods to identify, assess and minimise risks will be reviewed regularly.*
- *The head teacher will ensure that the ISP is implemented and compliance with the policy monitored.*

## **Implementation**

### **The Curriculum**

The internet is an essential resource to support teaching and learning. The statutory curriculum requires pupils to be responsible, competent and creative users of information and communication technology and, in doing so, learn how to locate, retrieve and exchange information using technology. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and email and mobile learning. Computer skills are vital to access lifelong learning and employment; indeed ICT is viewed to be an essential life skill.

- *internet use is a part of the statutory curriculum and a necessary tool for staff and pupils*
- *the purpose of internet use in school is to raise educational standards, to promote pupil achievement, ensure wellbeing and to support the professional work of staff and to enhance the school's management information and business administration systems*
- *internet access is an entitlement for students who show a responsible and mature approach to its use*
- *the internet is an essential part of everyday life for education, business and social interaction; the school has a duty to provide students with quality internet access as part of their learning experience*
- *pupils use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own safety and security*
- *with the possibility of partial closure and/or future lockdowns, the internet will play an increasingly important role in continuing teaching and learning remotely.*

### **Enhancing Teaching and Learning using the internet**

Benefits of using the internet in education include:

- *Access to worldwide educational resources;*
- *Inclusion in the National Education Network which connects all UK schools;*
- *Educational and cultural exchanges between pupils worldwide;*
- *Vocational, social and leisure use in libraries, clubs and at home;*

- *Access to experts in many fields for pupils and staff;*
- *Professional development for staff through access to national developments;*
- *Educational materials and effective curriculum practice;*
- *Collaboration across networks of schools, support services and professional associations;*
- *Improved access to technical support including remote management of networks and automatic system updates;*
- *Access to learning wherever and whenever convenient, including at home if shielding or isolating or during partial or whole school closure.*

### **Evaluating internet Content**

Information received via the web, e-mail or text message requires good information-handling and digital literacy skills. In particular, it may be difficult to determine origin and accuracy, as the contextual clues may be missing or difficult to read. A whole curriculum approach may be required.

Ideally inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

- *Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*
- *Pupils will use age-appropriate tools to research Internet content.*
- *The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.*
- *If staff or pupils discover unsuitable sites, the URL (web address) and content must be reported to the ISP and Wiltshire council.*
- *Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.*
- *Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.*

### **Communication and Content**

#### **Website and class teams content**

School websites provide a valuable platform for communicating with pupils, parents and the wider community and inspire pupils to publish work of a high standard. Publication of any information online should always be considered from a personal and school security viewpoint. Sensitive information is better published in the school handbook or on a secure online area which requires authentication. Editorial guidance will help reflect the school's requirements for accuracy and good presentation.

- *The point of contact on the school website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. Photographs will be selected carefully in line with parental permission.*

- *Pupils' full names will not be used anywhere on the website, particularly in association with photographs.*
- *The nature of all items uploaded will not include content that allows the pupils to be identified.*
- *The head teacher and governors will take overall editorial responsibility and ensure that content is accurate and appropriate.*
- *The website should comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.*
- *Parental permission will be asked for pupils to share their work with their class team on Microsoft Teams.*

### **Managing email**

Email is an essential means of communication for both staff. However, the use of email requires appropriate safety measures.

- *Staff will use official school-provided email accounts.*
- *Email sent to an external organisation should be written carefully and, on occasion, will be authorised before sending, in the same way as a letter written on school headed paper.*

### **Online Communications, Social Networking and Social Media**

Online communications, social networking and social media services are filtered in school by the ISP, but are likely to be accessible from home.

All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. They should be made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

Pupils should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published. School takes a key role in teaching young people about the importance of keeping personal information safe.

- *Pupils will be taught about how to keep personal information safe when using online services. Examples would include real name, address, mobile or landline phone numbers, school attended, site usernames and email addresses, full names of friends/family, specific interests and clubs etc.*
- *Pupils must not reveal personal details of themselves or others in online communication, including the tagging of photos or videos, or arrange to meet anyone.*
- *Staff official blogs or wikis should be password protected and run with approval from the Senior Leadership Team (SLT).*
- *Personal publishing will be taught via age-appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.*
- *Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends*

*only on social networking sites and to deny access to others by making profiles private.*

- *No member of the school community should publish specific and detailed private thoughts about the school and its practices, especially those that may be considered threatening, hurtful or defamatory.*
- *Parents are not allowed to photograph or video at events on the school site unless permission is requested and granted.*
- *Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.*
- *Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school's Responsible Use Policy.*
- *It will not be considered appropriate for staff to engage in personal online communications with children and young people, parents or carers. Express care is also to be taken regarding the use of social networking sites.*

Mobile phones and personal devices

**Mobile devices refer to any device that provides access to the internet or internal network, for example, tablets (Apple, Android, Windows, and any other operating systems), e-readers, mobile phones, iPad, iPod Touch, digital cameras/video.**

Mobile devices can be used to facilitate communication in a variety of ways with text, images, sound and internet access all being common features. Staff should be given clear boundaries on professional use of personal devices in school.

- *Mobile devices that are brought into school remain the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items.*
- *Staff are expected to use mobile phones responsibly, in line with the staff Acceptable Use Agreement.*
- *School staff authorised by the head teacher may search pupils and their possessions, and confiscate any mobile device they believe is brought into school by pupils and used to contravene school policy, constitutes a prohibited item, is considered harmful, or is considered detrimental to school discipline. If it is suspected that the material contained on a mobile device relates to a criminal offence, the device will be handed to the police for investigation.*
- *KS2 pupils have been authorised to bring in their own personal laptops for use in school, providing the pupil and parents have agreed and signed the Laptop Policy*
- *The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community.*
- *Mobile devices will not be permitted to be held or used in school by pupils.*
- *Mobile devices are not permitted to be used in certain areas within the school site such as changing rooms or toilets, or near any situations of emotional distress.*
- *Where staff may need to contact children and their families within or outside of the school setting in a professional capacity, they should only do so via an approved school account, such as email, phone, learning platform. In exceptional circumstances, there may be a need to use their own personal devices or account; in this case, a senior member of staff should be notified immediately.*
- *Staff should be provided with school equipment for the taking of photos or video of pupils for educational purposes. They must not use personal devices such as mobile phones or cameras to take photos or videos of pupils. In exceptional*

- *circumstances, staff may need to use personal devices for such a purpose; however, if doing so, they should comply with the school's Acceptable Use Policy and notify a senior member of staff.*
- *For the safeguarding of all involved, users are encouraged to connect mobile devices through the school's wireless guest Wi-Fi provision; this will allow the ISP to filter any device that uses the school internet connection, without having to configure the user's device.*
- *The school will take steps to monitor responsible use in accordance with the Acceptable Use Policy.*

### **Video Conferencing**

Video conferencing, (including Microsoft Teams, FaceTime, Zoom, Skype and Lync) enables users to see and hear each other between different locations. This 'real time' interactive technology has many potential benefits in education and, where possible, should take place using the school's wireless system.

- *Staff must refer to any Responsible Use agreements prior to children taking part in video conferences.*
- *All video conferencing equipment in the classroom must be switched off when not in use and not set to auto answer.*
- *Pupils will ask permission from a teacher before making or answering a video conference call.*
- *Video conferencing will be supervised appropriately for the pupils' age and ability.*
- *Where possible staff will undertake live lessons in school. However there may be times such as bubble isolation where this is not possible. In this case any video conferencing will take place with a neutral background.*
- *Parents are expected to supervise their children when using Microsoft Teams for remote learning at home, and for younger children parents are expected to be on hand during online lessons to support their children.*
- *As outlined in the Online Learning Protocol, parents and pupils will agree to not record or photograph any part of an online lesson. Access will be withdrawn with immediate effect if this happens.*
- *Parents are requested to remove their child's mobile during live lessons.*
- *Joining a meeting with video is completely optional. There will be no expectation from the school for students to join with video. Parents and pupils are reminded that privacy in family homes is of great importance and that they remain fully in control of what they choose to share.*
- *When taking part in a video call from home, pupils must be in a shared family space and be appropriately dressed.*
- *Pupils are requested to join meetings larger than individual classes with both their camera and microphone turned off.*
- *Parents are reminded that the online lessons are for those children who are not attending in school; any parent/carer whose child is in school that joins the online lesson will be removed from the session immediately.*

## **Emerging Technologies**

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, internet access, and multimedia tools. A risk assessment needs to be undertaken on each new technology for effective and safe practice in classroom and school-wide use. Our approach is to deny access until a risk assessment has been completed and safety has been established.

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

The use of online learning platforms has rapidly evolved since the coronavirus pandemic emerged and will continue to do so. The school recognises that current policies and protocols will not cover every eventuality. The school will continue to monitor the use of different platforms for online learning and evolve best practice and protocols as they develop.

## **Cyberbullying**

Cyberbullying can be defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone” (DCSF 2007).

For most, using the internet and mobile devices is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. It is essential that young people, school staff and parents and carers understand how cyber bullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.

- *Clear procedures are in place to investigate incidents or allegations of cyberbullying within school.*
- *Clear procedures are in place to support anyone in the school community affected by cyberbullying.*
- *All incidents of cyberbullying on all school systems reported to the school will be recorded.*
- *The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the Internet Service Provider and the police, if necessary.*
- *Curriculum content will ensure that pupils and parents are informed and educated about cyberbullying, including in cross-curricular activities, assemblies and information workshops.*
- *Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-safety ethos.*



## **Data Protection**

The quantity and variety of data held on pupils, families and staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The GDPR Policy gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

- *Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.*

## **Implementation**

### **Policy in Practice: Pupils**

Many pupils are very familiar with Internet use and the culture that surrounds it. As part of the school's e-safety teaching and awareness-raising it is important to discuss the key features with pupils as appropriate for their age and development. Pupils may need to be reminded of the school rules at the point of Internet use.

- *All users will be informed that network, internet and email use will be monitored.*
- *Online safety teaching is integrated into the curriculum to raise and develop awareness about the importance of safe and responsible internet use amongst pupils.*
- *Pupil instruction regarding responsible and safe use will precede internet access.*
- *Online safety teaching will be included in the PSHE, Citizenship and Computing programmes and will cover safe use of the internet at both school and home.*
- *E-safety rules or copies of the student Acceptable Use Policy will be posted in all rooms with internet access and on class webpages.*
- *Safe and responsible use of the internet and technology will be reinforced across the curriculum.*
- *All pupils are expected to use Microsoft Teams responsibly. The school will check Teams files, chat and profiles. In the event that these rules above are not followed or there is any evidence of inappropriate use, parents/carers will be contacted. If issues persist, access to Microsoft Teams will be removed.*

### **Policy in Practice: Staff**

It is important that all staff feel confident to use new technologies in teaching and the school E-safety Policy will only be effective if all staff subscribe to its values and methods. Staff will be given opportunities to discuss the issues and develop appropriate teaching strategies.

Particular consideration must be given when members of staff are provided with devices by the school which may be accessed outside of the school network. The school is clear about the safe and appropriate uses of school-provided equipment and such equipment should not be used by third parties. Staff are made aware of their responsibility to maintain confidentiality of school information. If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with a senior member of staff to avoid any possible misunderstanding.

- *The Internet Safety Policy will be formally provided to and discussed with all members of staff, and the Acceptable Use Policy signed for compliance.*
- *Staff should be aware that internet traffic is monitored and reported by Oakford Technology and can be traced to the individual user. Discretion and professional conduct is essential.*
- *Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally, will be provided for all members of staff.*
- *All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.*
- *Staff should be aware of the GDPR regulations and the GDPR Policy.*

### **Policy in Practice: Parents**

Parents need to be aware of the potential dangers that are associated with online communications, gaming, social networking sites and mobile technologies to help ensure their children are not putting themselves at risk. The school can refer parents to websites providing relevant support and information.

- *Parents' attention will be drawn to the school Internet Safety Policy in newsletters, the school brochure/prospectus and on the school website.*
- *Parents are made aware of the Responsible Internet Use Agreement and Online Learning Protocol.*
- *Parents are responsible for supervising their children when using Microsoft Teams for remote learning at home.*
- *A partnership approach with parents is encouraged. This shall include offering parent evenings, demonstrations, practical sessions and suggestions for safe internet use at home.*
- *Parents are made aware of the GDPR Privacy Notice.*
- *Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and at home.*
- *Internet issues will be handled sensitively to inform parents without undue alarm.*
- *Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents.*
- *All parents will receive support information as and when available.*

### **Handling of Complaints**

Parents and teachers must know how and where to report incidents. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the internet use was within or outside school. A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's Behaviour Policy. All records of the incident should be kept e.g. emails saved or printed, text messages saved, and so on. Complaints of a child protection nature must be dealt with in accordance with the LA Child Protection procedures.

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the head teacher.*
- *Pupils and parents will be informed of the complaints procedure.*
- *Parents and pupils will need to work in partnership with staff to resolve issues.*
- *There may be occasions when the police must be contacted. Early contact should be made to establish the legal position and discuss strategies.*

