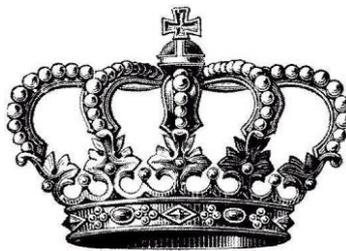


QUEEN'S DRIVE INFANT SCHOOL



INTERNET ACCESS POLICY

September 2019

Policy Review

Internet technology and school use of resources will develop and change with time. It is our intention to revise and up-date our Internet Safety Policy as appropriate and where necessary

This policy refers and complies with the Data Protection Act 2018

Steps we take to protect children in school

Use of Filtered Service

Access to the Internet is provided through a filtered service. All access is provided through the Peterborough LEA service which is designed to filter out unsuitable material.

Supervision

No filtering service is 100% effective; therefore all children's use of the Internet is supervised by an adult.

Planned Activities

Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need. e.g. A question which has arisen from work in class.

Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels.

Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words which have been tried out beforehand.

Restrictions on E-mail

At the moment children are not given their own e-mail address. Staff and parents use their own e-mail. The school has an address given through the LEA which can be used by staff and parents to contact the school.

The Learning Platform

During 2011 the launch of the New Learning Platform in our school will mean parents and children will be given e-mail addresses. Training on use and safety will be provided before an e-mail address is given out.

Internet Safety Rules

Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material. The ICT Co-ordinator has had Internet Safety training through Child Exploitation and online protection centre (CEOPS).

The children use the website 'Hectors World' as Internet Safety Training.

www.hectorsworld.co.uk

Internet safety is an ongoing theme delivered to the children day by day over the 3 years they attend Queen's Drive Infant School. It is the responsibility of each class teacher to ensure that children are continuously made aware of e-safety before accessing the internet.

Once a year, a child in Year 2 undergo e-safety training through 'Childnet' an outside provided.

School Website

On our School Website:

- Children are only referred to by their first names
- Any images of children will not be labelled with their name
- No close-up pictures of children will made available on line
- Children and teachers will not reveal their personal details, home addresses or telephone numbers on the website
- Children do not have individual e-mail addresses
- Website links selected by teachers may be put on the website for pupils to access outside of school – sites will be previewed and checked regularly

NB: Pupils' photographs may be published subject to the strict safeguards listed above. If you have any concerns/objections please contact the school.

Points for Parents to Consider

It is important to promote Internet Safety in the home and to monitor Internet use

- Keep the computer in a communal area of the home
- Ask children how the computer works
- Monitor on-line time and be aware of excessive hours spent on the Internet
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet
- Advise children to take care to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites which are unsuitable
- Discuss how children should respond to unsuitable materials or requests
- Remind children never to give out personal information on the Internet
- Remind children that people on line may not be who they say they are
- Be vigilant. Ensure that children do not arrange to meet someone they meet on line
- Be aware that children may be using the Internet in places other than in their own home or at school
- Mobile Phones. Be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access. Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use of text messaging.
- Be aware that the age restriction for children accessing Facebook is 14

Filtering for the Home Computer

Parents may wish to invest in security software for the children's computers. Some of this software works by monitoring all Internet activity for trigger words.

There are many types of software available. Examples include:

- Net Nanny, www.netnanny.com
- Cyber Patrol – www.cyberpatrol.com
- Surfwatch, www.safesurf.com
- Or parents may wish to make use of the AOL children's section at www.aol.com

All reasonable and appropriate steps have been taken to protect pupils within school. However, the school recognises that despite employing safety procedures, children throughout their lives may gain access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

- **Leave that website**
- **Click on the dolphin which hides inappropriate material on the screen then inform an adult.**

Staff are required to report immediately to the Headteacher any concerns over internet materials

Queen's Drive Infant School

Queen's Drive West
Peterborough
PE1 2UU

Telephone: 01733 343914

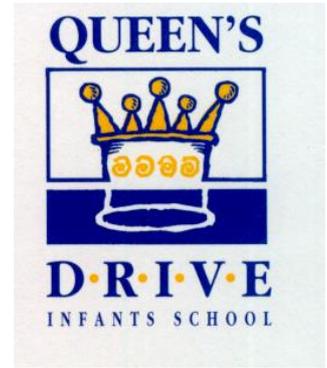
e-mail :- aab039@peterborough.gov.uk

Headteacher:

Sarah Skinner

Deputy Headteacher:

Julie Kane



RESPONSIBLE INTERNET USE

Dear Parents,

As part of your child's curriculum and the development of ICT skills, Queen's Drive Infant School is providing supervised access to the Internet. We believe that the use of the Internet is worthwhile and is an essential skill for children as they grow up in the modern world. Please read the attached Rules for Responsible Internet Use, and discuss them with your child.

Although there have been concerns about pupils having access to the undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issue further.

At Queen's Drive we take the following steps to ensure an acceptable use of the Internet:

- Use of filtered Internet Service Provider
- Children's use of the Internet is a supervised activity
- Websites by the children will be viewed by staff prior to use and also regular checks will be made on the computer's Internet browser, bookmarks, cache or history
- Children will be informed about and understand the attached Rules for Responsible Internet Use.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

If you have any concerns regarding your child's use of the Internet in school then you are most welcome to contact the school for further information.

Yours sincerely,

Mrs. Sarah Skinner
Headteacher

QUEEN'S DRIVE INFANT SCHOOL

Acceptable use Policy for ICT September 2019

This policy refers to and complies with the Data Protection Act 2018. For further guidance, please review the Information Commissioner's <https://ico.org/for-organisations/guide-to-date-protection/key-data-protection-themes/children/>

The policies, procedures and information within this document applies to all laptops, iPads or any other IT handled device used in school. It is designed for members of staff and pupils to ensure safe guarding and care when using iPads, laptops and other devices

User Responsibility

- All school devices should have password protection;
- Users must use protective covers/cases for their iPad/laptop bag;
- The iPad screen is made of heavy glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops etc.) on top of the iPad;
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the screen;
- Do not subject an iPad to extreme heat or cold;
- Users may not photograph any other person without that persons' consent;
- Laptops/ iPads are subject to routine monitoring by ICT Technicians within Queen's Drive Infant School. Devices must be surrendered immediately upon request by the Headteacher, ICT Technicians or the ICT Co-ordinator;
- Users in breach of the Responsible User Policy may be subject to disciplinary action;
- iPads need to be stored away after school on the ICT lock up trolley. Class laptops in cupboards/hidden out of sight overnight;
- Cords and cables must be inserted into the iPad carefully to prevent damage.

Home Use Specific

- iPads/Laptops may be taken home by staff in order to complete work related tasks and familiarise themselves with the iPad /laptops/software;
- Queen's Drive Infant School is not responsible for the damage to any iPad off the school premises out of school hours. **If damage occurs, staff must take full responsibility for the damage and replacement required;**
- Do not store or leave any IT devices unattended/uncovered in vehicles;
- When unattended, do not leave on view in the home. Keep stored away safely;
- Any malfunctions or technical problems need to be reported straight away to the ICT Technician;
- Staff may connect the laptop / iPad to their home WiFi in order to use at home;
- Staff can access web based school resources on home equipment as long as passwords are not saved on the device.

GDPR

Where data of a personal nature such as school reports, photographs and assessment data is taken home on a school laptop or other storage device, it must be recognised that this data comes under the General Data Protection Regulations (GDPR) policy;

- Data must be secured and not transferred to home computers;
- Data of this nature should not be stored on portable devices unless they are encrypted;
- All devices should be encrypted or password protected.

Prohibited uses of school device

Accessing Inappropriate Materials – All material on the school device must adhere to the ICT Responsibility Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials;

- Use of chat rooms and social networking sites;
- Storage of personal information or personal photographic material;
- Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity;
- Violating Copyrights – Comply with trademark and copyright laws and all licence agreements. Ignorance of the law is not immunity. If you are unsure ask the ICT Technician;
- Cameras – Users must use good judgement when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless on intent, will be treated as a serious violation. Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movies on the Internet into a public form is strictly forbidden, without the express permission of a member of the Senior Management Team.
- Jail breaking is the process of whereby any limitations are removed from the iPad by Apple. Jail breaking results in a less secure device and is strictly prohibited.

Installing applications (apps) and downloads

- 6 iPads will be installed on 1 iTunes account and a password will be needed to access downloads from this account.
- It is prohibited to purchase any apps without the consent from a member of the school management team.
- Applications downloaded must be for educational purposes only.

Rules for Sensible Social Media use/Code of Conduct (non-school)

- Do not upload, post or forward abusive, obscene, discriminatory, harassing, derogatory or defamatory content;
- Be mindful of the impact your contribution might make to people’s perceptions of the school. If you make a mistake in a contribution , be prompt in admitting and correcting it;
- You are personally responsible for content you publish into social media. Be aware that what you publish will be public for many years.
- If you feel even slight uneasy about what you are about to publish, DON’T DO IT!
- Any member of staff who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform a member of the SLT
- If you notice any content posted on social media about the school or its stakeholders, please report it to the SLT

✂✂.....

Adult users must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use Policy for ICT.

Name..... Signature

Date

Queen's Drive Infant School

Rules for Responsible Internet Use

The school has installed computers and Internet access to help
or learning

These rules will keep everyone safe and help us to be fair to
others.

- I will only use the Internet with permission from a grown up;
- I will use e-mail only when I am with an adult;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- If I see anything I am unhappy with, I will tell a teacher;
- I understand that the school will check any Internet sites I visit.