

St. Paul's C of E Primary School

Documentation Information and Control

e-Safety (Internet Use) Policy

Current Status: Revised December 2017

Review date: December 2019 (and biennially thereafter)

Persons responsible for review: The Governing Body in consultation with the Head Teacher

Reference to other documents: Child Protection Policy
Computing Policy
Keeping Children Safe in Education: Statutory guidance for schools and colleges, DfE September 2018
Safeguarding Policy

St. Paul's C of E Primary School

e-Safety (Internet Use) Policy

1. Rationale

- 1.1 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists
 - (1) to glorify Almighty God, and
 - (2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.
- 1.2 The Governing Body recognises that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.3 The Governing Body acknowledges that mankind, male and female, was created in and as the image of God and thus, from conception to the grave, all people are always to be shown care, love and respect.
- 1.4 The Governing Body acknowledges that all people are accountable to God for all that they think, say, and do, including the way they treat others.
- 1.5 The Governing Body recognises, without prejudice to a parent's or a carer's responsibility for their child(ren), that those who work in St Paul's School act in the place of parents and carers.
- 1.6 The Governing Body recognises that the Internet is a huge resource which is increasingly used as a means of gathering and publishing information on a world wide scale and that it offers exciting opportunities for both communication and the dissemination of information.

- 1.7 The Governing Body also recognises that, because some information accessible on the Internet is inappropriate, harmful or offensive (see clause 3.5 below), every precaution must and shall be taken to prevent access and exposure to unacceptable material.

2. Procedures for the use of the Internet by pupils

- 2.1 The school shall provide Internet use consent forms for the use of parents/carers.
- 2.2 Parents/carers shall be required to give consent for:
- (1) their child(ren) to use the Internet, and,
 - (2) for photographs of and work by their child(ren) to be published on the school web site.
- 2.3 The school shall not be held responsible for the nature and content of materials accessed through the Internet nor held liable for any damages arising from the use of Internet facilities.
- 2.4 A responsible adult shall always supervise pupils using the Internet.
- 2.5 Access to all computer / iPad facilities within school shall be for educational purposes only.
- 2.6 Pupils shall acknowledge the source of all material used in presented work.
- 2.7 When communicating with others via the Internet appropriate and acceptable language shall always be used.
- 2.8 Any pupil receiving inappropriate messages shall report the incident immediately to their supervisor and the Head Teacher.
- 2.9 As there is no way of checking the integrity of external computer users, no user in school shall reveal any personal detail to other Internet users.

- 2.10 All communications shall be sent only from a name(s) and address(es) sanctioned by a teacher.

3. Procedures for the use of the Internet by staff using loaned laptop computers

- 3.1 All Internet activity in school shall be restricted to that which is lawful and shall be for educational purposes and professional development only.
- 3.2 Access to the Internet from the school shall only be by means of the authorised account and an appropriate private password.
- 3.3 Access to the Internet from home and terminals away from the school shall be made through reliable Internet Service Providers.
- 3.4 Individual teachers shall be responsible for their own Internet and e-mail activity and shall take appropriate measures to ensure that there is no inappropriate use by third party users.
- 3.5 All incidents of accidental contact with inappropriate material shall be logged. Inappropriate material is material of a pornographic, racist and offensive nature as defined in the Computer Misuse Act 1990, the Obscene Publications Acts of 1959 and 1964, the Protection of Children Act 1978, the Children Acts of 1989 and 2004, and the Sexual Offences Act 2003.
- 3.6 All e-mails shall meet the same professional levels of language and content as letters or other media and none shall be sent anonymously.
- 3.7 Staff shall not communicate with pupils through social networking sites and should be mindful of their professional status when placing personal information on social networking sites.
- 3.8 All software down loaded onto loaned laptops/iPads shall support teaching and learning and, when appropriate, shall be properly licensed. The terms of the school's Data Protection registration shall be adhered to and applied.

- 3.8 Laptops/iPads and other network devices shall be regularly connected to the school's network system (preferably once a week during term time) to benefit from the automatic updating of security and antivirus software.
- 3.9 Breaches of the conditions outlined in this policy could lead to disciplinary action and the withdrawal of Internet access and loan privileges. Serious misuse could lead to dismissal on the ground of serious misconduct and criminal prosecution.

4. Use of cameras and mobile phones

- 4.1 At St Paul's School all possible steps are taken to ensure that an environment exists in which children, parents and staff are kept safe from the inappropriate recording, storage and use of images.
- 4.2 In paragraphs 4.3 - 4.8 below a clear framework is provided to ensure that:
- (1) the use of cameras and the storage of images reflect good practice,
 - (2) the safeguarding needs of the pupils are met, and
 - (3) staff are not distracted from their work with children.
- 4.3 The term 'camera' includes mobile phones, iPads and other equipment with the capacity to record and store images.
- 4.4 Mobile phones and personal cameras must not be used by any member of staff, volunteer or helper, either inside or outdoors, during contact with children. The only exception is the teacher in charge during a visit out of school whose mobile phone is the emergency contact number for school.
- 4.5 Mobile phones may be used to make or receive personal calls during break times providing children are not present.
- 4.6 All images taken by members of staff or volunteers at school or on visits out of school may only be taken on school cameras.

- 4.7 All such images shall remain the property of the school.
- 4.8 All images taken on school cameras must be uploaded to the school computer system at the earliest opportunity and deleted from the camera.
- 4.9 Images must not be published in any way without the knowledge of the Head Teacher and permission from the parents or carers of children in the pictures.

5. Review

The Governing Body shall review this policy every other year.