Internet and e-Safety Policy

This policy applies to all sections of Charlotte House School including EYFS.

Staff responsible:	SMT
Last review/update date:	February 2020
Review cycle:	Annually
Reviewed by Committee:	
Approved by Board of Governors:	March 2020
Next review date:	March 2021
Related policies:	Anti-Bullying Policy Child Safeguarding Policy PSHEE Policy ICT Staff Acceptable Use
This document also appears on:	Website

In compliance with:
The use of social media for online radicalisation (July 2015)
Keeping Children Safe in Education (Sep 2019)

Internet Use
- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- The internet is an essential element in 21st century life for education. The school has a duty to provide children with quality, but safe internet access as part of their learning experience.
- As our own pupils are below the legal age for registering on social media sites such as Facebook, we discourage, through the wider curriculum, computing lessons and letters to parents, the use of any such sites by our children. Any sites categorised as social media are blocked for pupils by the firewall.
- Parents are advised by the school to follow national guidelines on computer use by children at home and specifically, strongly endorse the recommendation that children should not have unsupervised access to computers or mobile devices such as i-pads connected to the internet in their own room.

Internet benefits to education
Benefits of using the internet in education include:
- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide
- Access to experts in many fields for pupils and staff

- Staff professional development through access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues

Internet use to enhance learning
- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils, using recognised security and virus software.
- Pupils are taught what is acceptable and what is not acceptable and given clear objectives for internet use.
- Internet access is planned to enrich and extend learning activities.
- Staff should guide pupils in online activities that support the learning outcomes planned for the pupils' age.
- Pupils are educated in the effective use of the internet in research, including the skills of information location and retrieval

Internet Safety

The school has comprehensive technical provision in place to ensure the safety of pupils. These include anti-virus software, web-filtering software ("Kerio Control") and classroom and desktop management software.

The schools web-filtering system blocks *most* 'unsafe' or 'undesirable' websites from the children's access. However, certain rules should be applied for times when that does not happen (See Appendix 1).

If staff discover unsuitable sites, the URL (address) and content is reported to the Head as DSL to make a decision regarding blocking the site and then to the school's IT consultant via the Bursar and/or the Head's PA. If pupils discover unsuitable sites they know to immediately alert the member of staff present who report the details as above.

Pupils, staff and parents are educated to understand how to use the internet safely. This takes place through dedicated lessons during the pupils' computing classes and e-safety talks presented to staff and parents. When appropriate, advice will also be sent out via email which includes termly newsletters for staff and parents produced by Herts For Learning. The school participates in Internet Safety Day every February which involves an assembly led by our computing co-ordinator and computing lessons that week utilise the related resources.

The Head & Bursar keep abreast of current issues and guidance and any changes are relayed to the staff/governors as appropriate, in order to update the school e-Safety teaching and policies accordingly. As appropriate, the information is then relayed to parents. See Appendix 2.

Issues arising from online activities that affect pupils and/or staff in the school, are immediately reported to the Bursar. Where these issues cross over into safeguarding matters for pupils, the school's **Safeguarding Policy** will come into force.

All parents (and prep school pupils) are asked to sign a form agreeing to Charlotte House Computer and Internet rules, before access is allowed. These incorporate measures to help ensure the e-safety of the pupils in school (See Appendices 3 & 4).

Authorised Internet access

All staff and pupils are granted internet access and the school keeps a record of this. The record is kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.

EYFS and Pre-Prep access to the internet is by adult demonstration with occasional directly supervised access to specific, approved on-line materials (e.g. Purple Mash).

Parents are informed that pupils will be provided with supervised Internet access.

Parents are asked to sign and return a consent form (See Appendices 3 & 4).

– How do our pupils know about this policy?

Rules for internet access are posted in the IT suite (See Appendix 5)

Pupils are informed that Internet use will be monitored.

Instruction in responsible and safe use precedes internet access.

Appendices

Appendix 1 Email / School Website Content/ Filtering Management/ IT System Security

Appendix 2 Risk Assessment/Staff Consultation/Internet Misuse

Appendix 3 Letter to EYFS/Pre-Prep Parents

Appendix 4 Letter to Prep School Parents

Appendix 5 Computer and Internet Rules (for pupils)

Appendix 1 Email/Website/Filtering/Security

Email Management
Whole class or project email addresses may at times be used in school.
- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive email.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.
- Access in school to external personal email accounts will be blocked if misused.

School Website Content
The school maintains its own dedicated website to provide information for current and prospective parents, pupils, staff and alumni.
- The point of contact on the school website is the school address, school email and telephone number. Staff or pupils' home information are not published.
- Website photographs that include pupils are selected carefully and do not enable individual pupils to be identified by any other means.
- Pupils' full names are not used anywhere on the school website, particularly associated with photographs. An exception to this is our secure parents' section of the school website where a username and password are required for access.
- Parents are given the opportunity in writing, to opt out of allowing photos of their children to be published on the school website.
- The Head or nominee takes overall editorial responsibility and ensures, as far as possible, content is accurate, appropriate and kept up to date.
- Certain information is shared with and/or links provided to other relevant websites, for example IAPS and search engines, for the purpose of effectively promoting the school.
- The copyright of all material is held by the school, or is attributed to the owner where permission to reproduce has been obtained.

Filtering Management
- The school works in partnership with parents and the school's IT Consultant to ensure systems to protect pupils are reviewed and improved.
- In the unlikely event that staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT Consultant via the Bursar. If a pupil has discovered the site, every effort is made to remove the view on the screen, whether by going 'Back' on the browser to the previously viewed page, or by turning the monitor off.
- The school seeks to ensure that regular checks are made to help us assess that the filtering methods selected are appropriate, effective and reasonable.

IT System Security
- The school IT systems are reviewed regularly with regard to security.
- Virus protection and firewall software is installed and updated regularly.
- Unapproved system utilities and executable files are not allowed in pupils' work areas or attached to email.

Appendix 2

Risk Assessment

- In common with other media such as magazines, books and videos, some material available via the internet is unsuitable for pupils. The school 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. The school cannot 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 are reviewed regularly.
- The Senior Management Team do everything within reason to assess that the **Internet and e-Safety policy** is implemented and compliance with the policy monitored.

Staff Consultation

- All staff must read and accept the ICT: Staff Acceptable Use Policy and agree to abide by the rules before using any internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, have access to the school **Internet and e-Safety Policy**, and its importance explained. At least one staff INSET covering Internet and E safety is held annually.
- The Head & Deputy Head as the DSLs keep all staff up to date with new legislation and advice from the government about e-Safety, on-line radicalisation and the issues of cyberbullying. This is an ongoing activity either through written correspondence or specific training sessions internally or with an outside supplier.
- Staff are aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Internet Misuse

- Internet/email problems involving pupils, but originating out of school, will be investigated (as far as we legally can) if issues are brought into school and start to adversely affect behaviour or relationships. In such cases parents will be called in and appropriate action taken against offenders. Parents should, however, always alert the school to any problems in order that we can monitor behaviour and relationships between the pupils in school.
- Any instance of a child or parent posting defamatory or personal comments about the school , any member of staff, pupils or parents on any social media website, regular website or in any email brought to the school's attention, will result in the matter being vigorously investigated. Such conduct can lead to expulsion if the incident is deemed to be malicious and harmful to either an individual staff member or the school as a whole.
- Any member of staff who posts inappropriate comments or personal remarks about either a fellow staff member or a parent or child is subject to the school's internal disciplinary procedures. Where the Head deems it to be appropriate the individual concerned can be suspended on full pay pending any formal investigation.
- Issues and concerns must be reported to a member of the Senior Management Team. These will be reviewed and escalated as appropriate and may cross over into areas of general safeguarding of pupils and anti-bullying.
- Any complaint about staff misuse must be referred to the Head.

Appendix 3

Dear Parents

Responsible Computer and Internet Use for Pre-Prep Forms

As part of your child's curriculum and the development of ICT skills, Charlotte House School is providing supervised access to the internet. We believe that the use of the world wide web and email is worthwhile and is an essential skill for children as they grow up in the modern world.

We take very seriously the need to put safety procedures in place to protect the children, but we also expect the children themselves to be safe and responsible when using any ICT.

Please read and discuss the Computer and Internet Rules with your child and return the slip at the bottom of this page.

If you have any concerns or would like some explanation, please contact Mrs O'Dell or myself.

Yours sincerely

Penny Woodcock
Head

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Parent's consent for Computer and Internet Use

I have read and understood the school Computer and Internet Rules and give permission for my daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Child's name: _____   Class: _____

Signed: _____ Date: _____

Please print name: _____

Appendix 4

Dear Parents

Responsible Computer and Internet Use for Prep School Forms

As part of your child's curriculum and the development of ICT skills, Charlotte House School is providing supervised access to the internet. We believe that the use of the world wide web and email is worthwhile and is an essential skill for children as they grow up in the modern world.

We take very seriously the need to put safety procedures in place to protect the children, but we also expect the children themselves to be safe and responsible when using any ICT. As your child is entering the Prep School, there is an expectation that they will take more responsibility for their own actions in use of ICT and we are therefore now asking that they also sign the agreement slip below.

Please read and discuss the Computer and Internet Rules with your child and return the slip at the bottom of this page. The rules are printed overleaf for your future reference.

If you have any concerns or would like further explanation, please contact Mrs O'Dell or myself.

Yours sincerely

Penny Woodcock
Head

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Pupil's Agreement

- I have read and I understand the school Computer and Internet Rules
- I will use the computer, network, internet access and other new technologies in a responsible way at all times
- I know that network and internet access may be monitored

Name _____ **Class** _____ **Signed** _____

Parent's consent for Computer and Internet Use
I have read and understood the school Computer and Internet Rules and give permission for my daughter to access the internet.
I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.
I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed: _____ Date: _____

Please print name: _____

Charlotte House Prep School
Computer and Internet Rules/ Cyber Safety Code

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

- I will ask permission before using the internet

- I understand that I must not bring software or memory sticks into school or download anything without permission

- I will only email people I know, or my teacher has approved

- The message I send will be polite and sensible

- I understand that I must never give my home address or phone number, or arrange to meet someone

- I will ask for permission before opening an email or an email attachment sent by someone I do not know

- I will not deliberately access data which belongs to someone else, whether pupil, teacher or other staff.

- I will not tell other people my ICT passwords

- I will not use internet chat facilities

- I will not deliberately look for, save or send anything that could be unpleasant.

- If I see anything I am unhappy with or I receive a message I do not like, I will tell a teacher immediately

- I understand that the school may check my computer files and the internet sites I visit

- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers and that further sanctions may be considered.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.