INTERNET SAFETY POLICY

Purpose

The aim of this policy is to ensure safe use of the internet by all members of the school community. St Heliers School recognises that the internet is a valuable tool for teaching and learning and can be a useful resource. However, due to their nature or content some sites on the internet are not suitable for viewing in a school community. The school endeavours, as much as is practicable, to ensure that everyone using its online facilities, can do so safely and securely.

Guidelines

1. The Principal, in consultation with the e-Learning team, teachers, parents and other appropriate staff, has the prime responsibility for decisions related to internet access.

2. The school will regulate and monitor internet access. This will be used to block sites deemed unsuitable for viewing at school due to inappropriate content. Examples of this are auction or shopping sites, social networking sites, gaming sites or sites containing swearing, adult content, substance abuse or material of a violent nature. It will also be used to regulate file downloads, for example, large files types and e-mail attachments which may carry viruses.

3. All devices owned or leased by the school will be subject to SSL inspection (Secure Sockets Layer) and may have the school's Network for learning SSL Certificate installed. The same applies to any device connected to the school network that is intended for student use. For example, student devices (BYOD) or devices supplied by agencies to supplement the learning of students with special needs.

4. The internet safety officer appointed will be the leader of the e-Learning team.

5. N4L in conjunction with the internet safety officer has initial responsibility for setting access to internet sites, monitoring the sites visited and search engine terms used throughout the school. If any member of staff has a concern about access to a particular site or group of sites, they should inform the internet safety officer.

6. Individuals or groups may have reasons for requesting access to a blocked group of sites. In this situation they may ask the internet safety officer to have the block removed from the individual/group account(s). If they are not happy with the internet safety officer's decision, they may apply to the Principal.

7. The school recognises the need for children to be aware of internet safety issues in order to use the internet securely and responsibly. Children will learn digital citizenship skills in order to use the internet in a way which will keep themselves and their computer safe.

8. The school has no responsibility (financial or other) for damage or loss of students own (BYOD) devices.

9. Appendix 1 (attached) details the rules for students using the internet.

10. Appendix 2 (attached) each student will have a Consent to Publish Child's Learning form completed by caregivers. This form outlines whether the caregiver gives consent to have learning shared online. Forms are stored for reference throughout the children's time at school.

<u>Appendix 1</u>

Rules for using the Internet – To be displayed in each classroom.

When using the internet, students should follow the values of St Heliers School, in particular being **responsible, honest, and respectful** and showing **care**.

1. Students must not use the internet without an adult present. This includes BYOD devices.

2. Students must not give out identifying personal information including their, or any other person's, name, address, phone number or photo over the internet.

3. Students must not send or post emails, blog messages or attachments over the internet unless they have previously been approved by a teacher.

4. Students must not download attachments, files, programmes, videos or music without prior approval of a teacher. Students should be aware of copyright and legal responsibilities involved in downloading or copying information from the internet.

5. Students communicating online are expected to uphold St Heliers School rules and values and report any comments which breach these values.

6. Students must not use social media, video conferencing software, or private email accounts without teacher permission and supervision. Students using video conferencing are expected to uphold St Heliers School rules and values and report any breaches of these values.

7. Students who are bringing their own devices to school must not allow other students to use their device.

8. Students must tell their teacher if they find anything on the internet which they consider inappropriate or upsetting.

Appendix 2

Student Information Consent Form

Images of our students (photographs, videos clips etc) and examples of their schoolwork are sometimes published in our newsletters, on our school website, and other online channels such as the school/class blogs, Facebook page, youTube etc.

We publish student material to celebrate students' work and achievement, to encourage students to participate in our school community, and to promote the school. Privacy and safety are very important. No identifying information such as address, surname or personal email address will be shared. At all times students are expected to uphold the school values and follow the school rules when using any digital technology.

We believe it is important to celebrate students' achievements but are aware of the potential risks when such personal information or material is published online.

In the interest of safety and security we require parents to give consent before publication. With consent we share no more than a student's first name, image, or work in the school newsletter, on the school website, or in the wider online community. Consent is sought for the duration of your child's enrolment at St Heliers School.

Thank you.

Sean Valvoi
Principal

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Student Information Consent Form

I do give my consent for …………………………….................................. **to have their image, or work to be published in the school newsletter, on the school website, or the wider community (as indicated above) whilst at St Heliers School**

_or_

I do not give my consent for ………………………………......................... **to have their image, or work to be published in the school newsletter, on the school website, or the wider community (as indicated above) whilst at St Heliers School**

Signed: …………………………………… *Full   name:* …………………………..……………..

Relationship   to   student: …………………………..……… Date: ………………..………………