



Stanley Green Infant Academy E-Safety Policy

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1. Introduction.

The resources used by pupils in Stanley Green Infant Academy are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

There is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in Academy for using the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies
- Demonstrate the methods used to protect the children from sites containing

pornography, racist or politically extreme views and violence.

The Academy believes that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the Academy shares with parents and guardians.

At Stanley Green Infant Academy we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent an explanatory letter and the rules, which form our Internet Access Agreement (Attached to the end of this document). This can be seen as an extension to the Home Academy Agreement.

2. Using the Internet for Education

The benefits of Internet use in education include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice



- exchange of curriculum and administration data with LA/DFEE
- social and leisure use greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

The Academy intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the IT Coordinator will assist in the recording and dissemination of this information.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from a common 'Favourites' menu on the Academy's own 'Intranet'.

Pupils will have the opportunity to exchange information via email. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Pupils will be involved as much as possible with the design, construction and maintenance of a Stanley Green Infant Academy website.

3 Pupils' Access to the Internet

Stanley Green Infant Academy will use the South West Grid for Learning "filtered" Internet Service, which will minimise the chances of pupils encountering undesirable material.

Stanley Green Infant Academy will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.

Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

4. Expectations of Pupils using the Internet

- All pupils are expected to read and agree the Internet Agreement.
- At Stanley Green Infant Academy, we expect all pupils to be responsible for their own behavior on the Internet, just as they are anywhere else in Academy. This includes materials they choose to access, and language they use.



- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for Academy work and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in from home for use in Academy. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved Academy project.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the Academy which comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

5. Web Site Guidelines

A web site can celebrate good work, promote the Academy, publish resources for projects and homework, and link to other good sites of interest.

- No names and photographs that identify individual children will appear on it
- Home information and e-mail identities will not be included only the point of

contact to the Academy i.e. phone number, Academy address and e-mail to Principal/ ICT Coordinator

- Group photos will not contain a names list
- Work displayed will be of the highest quality and reflect the status of the Academy

6. Internet Agreement

Parents / guardians will be asked to read and sign an agreement covering the expectations that Stanley Green Infant Academy has of pupils using the Internet in the Academy.

Appendix 1:

Stanley Green Infant Academy Pupil Internet Agreement



E Safety

Responsible Internet Use

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

- I will ask permission before using the internet.
- I will ask permission before opening an e-mail or sending one.
- I will not use Internet chat rooms.
- I will only use my network login and password, which is a secret.
- I understand that I must not bring into school my own software or files.
- I will only e-mail people that my teacher has approved.
- The e-mail messages I send will be polite and sensible.
- I understand that I will **never** give my name, address, phone number out on the internet.
- If I see anything I'm unhappy with on the internet or receive messages I do not like I will tell the teacher immediately.
- I understand that the school will check my files and e-mails I send as well as internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.

The school reserves the right to monitor the use of the school's systems, including access to websites, the interception of emails and the deletion of inappropriate materials where it believes the unauthorised use of the school's computer system has taken place, or if the system is being used for criminal purposes or storing unauthorised text, images or sounds.



Dear Parent/Carer

E Safety - Responsible Internet Use

As part of your child's curriculum and the development of computer skills, we are providing supervised Internet use. We believe that the effective use of the World Wide Web and e-mail is worthwhile and an essential skill for your child as they grow up in the modern world. Please could you read the attached rules of responsible use of the Internet and discuss with your child and sign and return the consent form so they your child can use the internet.

We have taken steps to ensure that your child will not have access to undesirable materials and understands how to act responsibly when using the Internet. Our school Internet provider operates a filtering system that restricts inappropriate materials whilst your child is using the internet at school.

Whilst every endeavour is made to ensure suitable restrictions are in place, the school can not 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.

Date adopted by Governing Body: 7th November 2018

Next Review: November 2019