THE HARBOUR SCHOOL

eSAFETY

Why is Internet use important?

- 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.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

How does the Internet benefit education?

Access to world-wide educational resources including museums and art galleries;

- inclusion in government initiatives such as the DfES ICT in Schools
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues; improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfES.

How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of students.
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff should guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students at Key Stage Three and Four will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will students learn to evaluate Internet content?

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the E-Safety Officer (Richard McCormack) in the first instance
- Schools should ensure that the use of Internet derived materials by staff and by students complies with copyright law.

- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will e-mail be managed?
- Students may only use approved e-mail accounts on the school system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and will be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

How should Web site content be managed?
- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.
- Web site photographs that include students will be selected carefully and will not enable individual students to be clearly identified.
- Students' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school Web site.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

What are newsgroups and e-mail lists?
- Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.

Can Chat be made safe?
- Students will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before students are allowed to use a new technology in school.

How can emerging Internet applications be managed?
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will Internet access be authorised?
- The school will keep a record of any students whose parents have specifically denied internet or e-mail access.
- Students at KS3 and KS4 will be provided with supervised Internet access
- Parents will be asked to sign and return a form stating that they have read and understood the Acceptable use document.

How will the risks be assessed?
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take 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. Neither the school nor the LEA can 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 will be reviewed regularly.
- The headteacher will ensure that the E-Safety policy is implemented and compliance with the policy monitored.

How will filtering be managed?
- The school will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If staff or students discover unsuitable sites, the URL (address) and content must be reported the E-Safety co-ordinator (Richard McCormack).
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school, in discussion with Portsmouth LA. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will the policy be introduced to students?
- Rules for Internet access will be posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Students will be reminded of the rules and risks at the beginning of any lesson using the Internet
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

How will staff be consulted?

- All staff are governed by the terms of the 'Responsible Internet Use' in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required.

How will ICT system security be maintained?

- The school ICT systems are reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Security strategies are discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to the e-safety officer (Richard McCormack)
- Any complaint about staff misuse must be referred to the headteacher.
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - interview/counselling;
  - informing parents or carers;
  - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site and 'parent workshops'.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

- Interested parents will be referred to organisations such as Child Exploitation and Online Protection (CEOP).

How is Internet used across the community?
- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.